***Vacancy Announcement***

PROGRAM:  Transportation Safety Program (TSP) (Safety Division)  
POSITION:  Administrative Assistant  
DEPARTMENT:  Transportation  
SUPERVISOR:  Safety Coordinator  
EMPLOYMENT STATUS:  Full-Time/Permanent  
STATUS:  Non-Exempt  
LOCATION:  DOT Administrative Offices, 1621-D E. US Highway 66, El Reno, OK, 73036  
ISSUE DATE:  January 14, 2020  
CLOSING DATE:  Until Filled

DUTIES & RESPONSIBILITIES:  The Administrative Assistant shall fall under the direct supervision of the Safety Coordinator within the Safety Division and the general supervision of the Executive Assistant of the Administrative Division of the Department of Transportation. The incumbent shall serve as the office manager for the Safety Division and will be responsible for day-to-day operations and oversight of any general clerical related duties, including typing, filing, data entry, answering phone calls, and assisting clients. The incumbent shall also serve as the communications officer for the Safety Division and will work cooperative with all other Administrative Assistants within the Department of Transportation. As communications officer for the Safety Division, the Administrative Assistants shall be responsible for the dissemination of internal correspondences and assist in managing inter-office policies and procedures to ensure a communication link among all DOT divisions/programs. As the Property Custodian for the Safety Division, the Administrative Assistant shall be accountable for managing inventory and maintaining property records, organizing mileage logs for program vehicles, submitting monthly vehicle and/or equipment logs, accurately documenting the condition status of all equipment, vehicles and/or all tribal property that is managed by the TSP as per Property & Supply Policies. The Administrative Assistant shall also serve as the Records Manager for the Safety Division and shall be responsible for maintaining accurate records and files for various aspects of transportation safety, organization of federal grants and/or contracts, correspondences, deliverables, and more importantly maintaining accounts payable and receivable to ensure accurate expense reports. The Administrative Assistant must become familiar with the chain of command, performance applicable to procurement documents (i.e. requisition process, retrieving and submitting documents, use of templates, etc.), filing procedures, internal record-keeping procedures, property custodian duties and responsibilities, and any other expectations specifically related to the Administrative Assistant position. The Administrative Assistant for the Safety Division:
Must become familiar with safety laws, safety statistics, and safety campaigns to assist the Safety Coordinator in developing activities to ensure applicability and age appropriate materials to Tribal members;

Must maintain an adequate record-keeping system to ensure collection, retention, and reporting to further safeguard and protect documents to ensure confidentiality for various aspects of the Transportation Safety Program (TSP) (Safety Division) and shall be accountable for filing program contracts, proposals, and other pertinent documents.

Must assist the Safety Coordinator in maintaining schedules, planning activities, reporting requirements and other activities pertinent to the Safety Division to ensure an effective organization and efficient protocol.

Must assist the Safety Coordinator in establishing and maintaining internal cuff accounts for all planning activities (i.e. wage tracking, expense spreadsheets, etc.);

Shall be required to obtain necessary quotes for supplies, equipment, uniforms, file procurement documents and complete necessary requisitions, check requests, timesheets, and other documents for the Safety Division of the Department of Transportation.

Must communicate effectively with other various programs/departments to collaborate on transportation goals and objectives;

Must adhere to the Tribes’ Property and Supply Policies to manage and safeguard any and all Tribal property in the performance of duties (i.e. vehicle usage logs, maintenance logs, incident reports, etc.);

Must be able to take meeting notes and provide brief reports to all parties affected;

Shall be responsible to perform other duties as assigned by the Safety Coordinator of the Safety Division and/or the Executive Secretary of the Administrative Division of the Department of Transportation.

Must be willing to perform light maintenance duties, including dusting, sweeping, mopping, vacuuming, taking trash to designated dumpsters, to ensure clean appearance of immediate workspace and ensure integrity of designated office space and/or building space;

Must be willing to work in the elements of nature and subjected to various working conditions, i.e. weather conditions, various terrain, safety events, lift minimum of 50 pounds, loading and unloading safety equipment, etc. to perform duties in the assignment of field work to assist in planning activities and/or other program activities;

Must be able to communicate clearly and effective to other professions and the general public in a polite, diplomatic, and professional manner as a customer service responsibility;

Must be willing to perform additional duties in the absence of the Safety Coordinator and/or as assigned by the Safety Coordinator.

Must be willing to obtain Child Protection Safety (CPS) Technician Certification within three (3) months of employment, if not already certified as a CPS Technician.

Must be willing to obtain Defensive Driving Course (DDC) Instructor Certification within six (6) months of employment, if not already certified as a DDC Instructor.
- Must be willing to obtain Alive @ 25 Course Instructor Certification within six (6) months of employment, in not already certified as an Alive @ 25 Course Instructor.

**QUALIFICATIONS:** The position requires a responsible and reliable individual who is able to work independently with little supervision and make decisions concerning the organization of records and files. Incumbent should be able to follow directions and communicate effectively both orally and in writing. Some knowledge of state and tribal laws, safety campaigns, and other data related to transportation safety and/or asset management will be beneficial but not required. Applicant should possess clerical skills and possess knowledge in the operation of various office machines such as typewriters, ten-key calculators, fax machine, printer, scanner, plotter, etc. Applicant should demonstrate computer skills and/or express familiarity or knowledge in various software applications, including Windows and Microsoft Word, Excel, and some Access. The Administrative Assistant requires an individual able to demonstrate initiative in assuming responsibilities and able to disseminate information while maintaining confidentiality. Must be able to multi-tasks to ensure productiveness in duties and assignments. Knowledge in grant management and compliance desired but not required. Certificate of Completion from an accredited Secretarial School and/or Clerical Course/Program with a minimum of at least two (2) years’ experience in clerical, secretary, or receptionist work, or equivalent. Certification as a CPS Technician, DDC Instructor or Alive @ 25 Instructor is desired but not required. Minimum education requirement is a high school diploma, or GED Certification. Years of experience may be acceptable to be equivalent to the education and experience requirements. Must be willing and able to attend various training and/or certification programs as directly related to job duties and responsibilities. Applicant must provide a Motor Vehicle Report (MVR) from the Oklahoma Department of Public Safety (DPS) and must possess a current Oklahoma State Driver’s License. Must pass a pre-hire drug and alcohol screening.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyennandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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