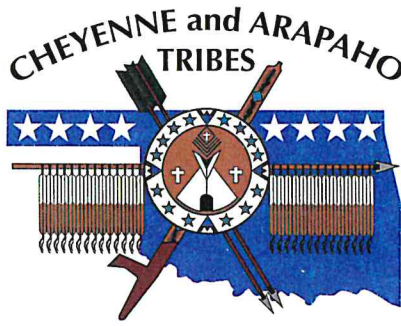


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

POSITION: Research Clerk

DEPARTMENT: Enrollment

LOCATION: Administration Building, Concho, OK

ISSUE DATE: February 1, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Under the general supervision of the Enrollment Coordinator, the Research Clerk is responsible for providing clerical support to Research Team with enrollment applications, research requests, CDIB II applications and other Enrollment related request. They are responsible for maintaining all Department of Enrollment records.

DESCRIPTION OF DUTIES:

- **Able to work responsibly and efficiently with minimal supervision in order to accomplish daily tasks assigned;**
- Skills in basic office work, including filing, typing, data-entry and organizing work;
- Ability to communicate clearly, accurately, and efficiently with all stakeholders;
- Ability to handle difficult situations on a daily basis which require effective organization and problem solving skills;
- Ability to remain organized in demanding work environment;
- Ability to communicate/work well in a team environment to accomplish tasks and goals;
- Ability to provide a high level of customer service and provide excellent service;
- Knowledge of general office ethics, procedures, policies, and regulations as they relate to the Dept. of Enrollment and Burial program;
- Responsible for thoroughly and accurately logging mail, encoding research-related applications, copying, preparing mail, and filing;
- Must be able to accurately calculate fractions and percentages;
- Responsible for answering correspondence with tribal members, employees, or other appropriate agencies;
- Assist with Administrative Assistant duties when needed;
- Record all incoming and outgoing mail, faxes, and other forms of correspondence;
- Maintain tribal enrollment database and records by updating address, contact information, and other pertinent information;
- Answer phones in a courteous manner and record and relay messages accurately;

- May be required to work outside the normal weekday hours of 8:00 am to 5:00 pm
- Perform other duties as assigned by supervisor
- **Must maintain a high degree of confidentiality AND be very dependable**

QUALIFICATIONS:

- **Requires previous experience in general office procedures, filing, typing, data entry, answering phones and working with the public**
- **Highly proficient time and stress management skills**
- Associate Degree in Business Administration or related field preferred
- Two (2) years work experience in similar position
- Knowledge of Cheyenne and Arapaho Tribes Constitution
- Knowledge of general office practices and accounting procedures
- Must be able to calculate fractions and percentages
- Extensive experience with Microsoft Office, particularly Excel
- Ability to communicate effectively and work well with the general public
- Establish and maintain an effective working relationship with others
- Ability to maintain an extremely high level of confidentiality
- Excellent reasoning skills and ability to make sound decision with little or no supervision
- Knowledge of program policies and regulations
- Ability to relate and work with the Indian and Non-Indian communities
- Cheyenne-Arapaho Preference

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@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov