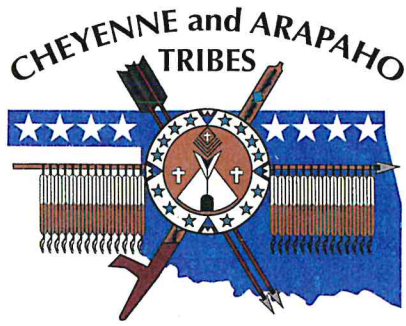


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*** VACANCY ANNOUNCEMENT ***

POSITION: Administrative Assistant
DEPARTMENT: Judicial Branch
LOCATION: Tribal Justice Center, Concho, OK
ISSUE DATE: February 9, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION: Administrative Assistant will provide direct support to all Court related programs as needed. Work is performed under the general supervision of the Court Administrator.

DUTIES AND RESPONSIBILITIES:

- Maintain and occupy front desk for patrons at all times.
- Maintain multi-line telephone, screen calls, and directs them to the appropriate department
- Greets clients in a pleasant and professional manner.
- Collect and document day-to-day court filing fees and payments; issue payment receipt to customers as soon as payment is made.
- Receive, sort, and distribute mail and faxes and is responsible for delivering outgoing mail to post office at the end of the day.
- Maintains files through record keeping, in a clean and organized manner, for court related programs.
- Must maintain confidentiality and security of all information processed.
- Attend staff meetings as necessary by the Court Administrator.
- Coordinate and prepare materials and binders for meetings, trainings, and/or hearing.
- Effectively and independently handle a number of tasks, projects, and administrative assignments on time
- Provide administrative assistance to court services as needed.
- Keep Public areas in front office clean and presentable.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED Completion
- Minimum of one (1) year experience in providing administrative or secretarial support.
- Prior experience in court services preferred.
- Knowledge of clerical and administrative procedures

- Knowledge of applicable software applications to include word processing, spreadsheets and database management
- Must be able to operate various office equipment.
- Proficient in spelling, grammar, and punctuation
- Proficient in typing
- Planning, interpersonal and time management skills
- Initiative, stress tolerance, and customer service oriented.
- Organizational skills,
- Must have good working knowledge of Tribal Codes and Court policies
- Must be able to deal with the public, both in person and over the phone in a professional manner.
- Must have a valid Oklahoma Driver's License.
- Must have reliable transportation—use of personal vehicle required with mileage reimbursement available.
- Must agree to a comprehensive background investigation.
- Must pass pre-hire drug screening.
- Knowledge of Cheyenne and Arapaho culture preferred.

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