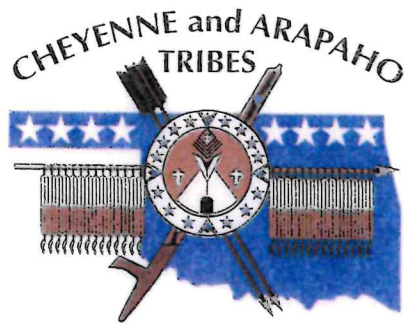


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION: Lead Receptionist/Mail Clerk
DEPARTMENT: Personnel Department
LOCATION: Administration Building, Concho, OK
ISSUE DATE: April 13, 2022 **CLOSING DATE:** Until Filled

DESCRIPTION OF DUTIES:

Under the direct supervision of the Assistant Director/ DFWO and the Personnel Director, incumbent performs various duties for the Cheyenne and Arapaho Tribal Offices.

DUTIES INCLUDE:

- Connecting multi line switchboard;
- Notifying the personnel staff when away from your desk;
- Maintaining calendar/scheduling for use of Large Conference Room;
- Answering all incoming calls and/or directing person(s) to the proper office;
- May be required to place outgoing calls and set up conference call;
- Reporting any problems with switchboard and telephone to COMIT;
- Picking up daily mail from the post office, logging, and distributing to appropriate programs;
- Postmarking all outgoing mail and delivering to the post office on a daily basis;
- Must be able to work independently;
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED certified;
- Ability to pass drug screening;
- Knowledge of general office practices and procedures;
- Skills in greeting and working with the public and Tribal Members;
- Skills in operating telephone switchboard;
- Must have dependable transportation;
- Must be able to pass background investigation;
- Must have valid driver's license and clean driving record;

- Must have a good disposition, Extreme Patience, PROFESSIONALISM, and CONFIDENTIALITY A MUST.
- Tribal Member preferred (with qualifications and experience) or native preference.
- Knowledge of Microsoft excel, Word, and Outlook;
- Postal/Mailing knowledge a plus

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