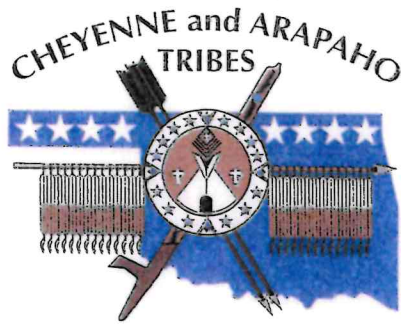


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT **

POSITION: School Clothing Clerk
PROGRAM: School Clothing Program
LOCATION: Education Bldg. Concho, OK
ISSUE DATE: April 1, 2022 **CLOSING DATE:** Until Filled

DUTIES: Incumbent works under the general supervision of the School Clothing Coordinator. Aids in assisting with the completeness of office records, maintains activity calendar, screens and assists visitors, manages mail and telephone calls. Assists Coordinator with Convenient Card requests, application processing and maintenance of program files and data base records.

MAJOR DUTIES:

- Greets the public in a cordial and helpful manner.
- Maintains a daily log of incoming clients by date, name, and whom they were referred to or information requested.
- Gives information, answers questions, applications, and explains program policies and procedures that concern the client.
- Conducts intake of program applications and assures their completeness and verifies eligibility according to respective program rules and regulations and forwards to appropriate staff.
- Responsible for confidentiality of all applications received and its contents.
- Receives and logs all incoming mail, collects, and delivers all outgoing mail to mailroom.
- Provides clerical support.
- Responsible for the maintenance and submission of check requests and requisitions as needed.
- Assist School Clothing Coordinator with application approvals during peak periods as well as Convenient card inquiries.
- Returns calls to program participants with guidance from the School Clothing Coordinator when needed.
- Carries out other duties as assigned within the Program or Department of Education.

QUALIFICATIONS:

- High School or GED Graduate
- Two-year work experience in a clerical position.

- Knowledge of general office ethics and procedures.
- Knowledge of basic bookkeeping procedures and use of spreadsheets.
- Computer literate a must.
- May be required to work other than normal working hours during peak periods.
- Must have a valid Oklahoma State Driver's License.
- 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