***VACANCY ANNOUNCEMENT***

POSITION: Administrative Assistant  
PROGRAM: Environment Protection Agency, EPA  
LOCATION: Concho, OK  
ISSUE DATE: June 7, 2022  
CLOSING DATE: Until Filled

DUTIES: The incumbent is under the general supervision of the Director for the EPA Program. Incumbent performs routine telephone calls, taking messages, forwarding messages to appropriate staff. Taking work assignments for staff, notifying staff of assignments, and checking for completion of assignments. Ordering office and maintenance supplies for the EPA Office. Setting up requisitions and Purchase Orders for vendor accounts that do business with the EPA Office and making payments in a timely manner. Also is responsible for updating file systems, typing routine correspondence and any other duties as assigned. Must be able and willing to attend conference trainings and meetings as required by the Environmental Director. Also, must assists the Environmental Director and Water Coordinator with budget work.

QUALIFICATIONS:
- High School Diploma or GED certification.
- At least two (2) years of responsible secretarial/administration experience.
- Must have knowledge and experience in working for a tribal environmental program or another tribal program.
- Successful completion of an accredited secretarial training course may substitute for work experience;
- Typing skills of at least 55 WPM;
- Must be computer literate in Microsoft Word, Excel, Spreadsheet and database programs, email accounts.
- Ability to work well with other departments, tribal members, the general public and vendors.
- Proficiency in grammar, spelling and punctuation.
- Native American preference, Tribal members preferred.
- Must have valid Oklahoma State Driver’s License.
- Must be familiar with the purchasing procedures of the Tribal Government.

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