

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

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 assist 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