***VACANCY ANNOUNCEMENT***

POSITION: Travel Clerk I  
PROGRAM: Payroll  
LOCATION: Treasury Department, Concho, OK  
ISSUE DATE: June 7, 2022  
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:

The position is under the direct supervision of the Treasurer and any incumbent assigned by the Treasurer.

DESCRIPTION OF DUTIES:

- Filing, copying, etc.  
- Ascertain all required receipts are submitted for travel close out.  
- Assist in closing travel  
- Prepare check requests or payroll deduction forms for travel reimbursements/ refunds.  
- Obtain signatures on payroll and travel checks.  
- Other duties are required for payroll and travel.

QUALIFICATIONS:

- High School Diploma or GED  
- Proficient in Microsoft Excel and Word  
- Valid 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