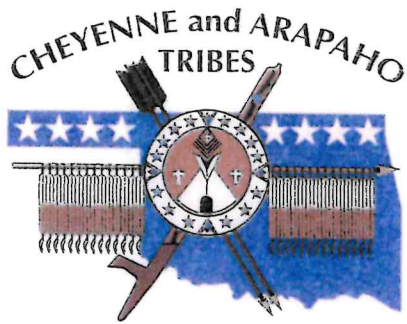


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*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](mailto:atisdale@cheyenneandarapaho-nsn.gov)

*Office (405) 422-7498*

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*Toll Free 1 (800) 247-4612 ext. 27498*



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)