

PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

**\*\*VACANCY ANNOUNCEMENT\*\***

**POSITION:** Administrative Assistant  
**PROGRAM:** HOPE  
**LOCATION:** Concho, OK  
**ISSUE DATE:** August 31, 2022      **CLOSING DATE:** Until Filled

**DUTIES AND RESPONSIBILITIES:**

The incumbent is under the general supervision of the Caseworker Supervisor and HOPE Director, Incumbent performs routine clerical duties, telephone calls, taking messages, forwarding messages to appropriate staff. This position will also be responsible for setting up requisition and purchase orders for vendor accounts that do business with the HOPE Program. The incumbent will provide phone coverage in case the HOPE receptionist is out of the office. The incumbent will also be responsible for keeping all bills current. They will also be responsible for purchasing office supplies for the HOPE Program. Other duties as assigned by HOPE Caseworker Supervisor or Director.

**QUALIFICATIONS:**

- High School Diploma or GED certification.
- At least 3 years of responsible secretarial experience
- Must be computer literate in Microsoft Word, Excel, and data base programs, email accounts.
- Typing skills of at least 50 WPM
- Proficiency in grammar, spelling and punctuation
- Valid Oklahoma State Driver's License
- Familiar with purchasing procedures of the tribal government
- Must be able to write reports for the HOPE program if needed
- C&A 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)

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