**Vacancy Announcement**

POSITION: Office Clerk  
DEPARTMENT: Food Distribution Program  
LOCATION: Watonga, OK  
ISSUE DATE: November 4, 2022  
CLOSING DATE: Until Filled

DUTIES:  
Under the direct supervision of the Food Distribution Coordinator, the incumbent is responsible for a wide range of administrative duties and performs work in accordance with established program objectives, policies and procedures with minimum amount of guidance and direction.

DESCRIPTION OF DUTIES:  
- Responsible for the order and filing of vendor account records and cuff account files.  
- Assist Certification in the order and filing of client files.  
- General reception duties: greet clients and general public. Answer telephone, transfer calls to proper extensions and voicemail boxes, and take messages when needed.  
- Opens all incoming mail from Post Office Box, log in mail and forward to appropriate staff.  
- Ordering of office supplies, equipment, janitorial and warehouse supplies, etc.  
- General office duties as assigned; fax, copy, mail metering, etc.  
- Maintain work area.  
- Assist Certification in outreach mail. (certification packets)  
- Assist Certification in Nutrition Education implementation as needed. (print recipes, develop flyers, sign-in sheets, etc.)  
- Conduct field work as needed. (attend health fairs, elder conferences, etc.)  
- Other duties as assigned by Supervisor or Director.

QUALIFICATIONS:  
- Possess two years of relevant specialized experience  
- High School diploma or GED required
- Valid State Driver's license required
- Food Handler's licensing.
- CPR/First Aide/AED Certified.

**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](http://www.cheyenneandarapaho-nsn.gov)