

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****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