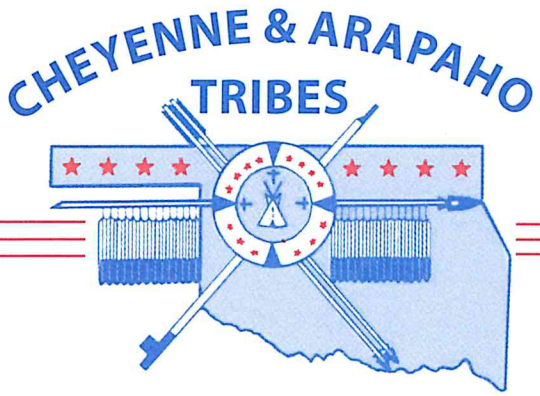
PERSONNEL



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

*****VACANCY ANNOUNCEMENT*****

POSITION: Office Aide
DEPARTMENT: Burial Program Office Aide, Department of Enrollment
(Permanent Full-Time)
LOCATION: Administration Building, Concho, Oklahoma
ISSUE DATE: December 5, 2016 **CLOSING DATE:** Until Filled
GENERAL DESCRIPTION: The Office Aide is under the direct supervision of the Burial Program Coordinator and will have the responsibility and duty of maintaining and implementing all administrative policies and procedures to be in compliance with the Cheyenne-Arapaho Tribes. The incumbent will maintain a wholesome and favorable rapport with the General Public, Tribal Members, Program Directors, Coordinators and employees. He/she will assist with the Tribal Burial Program as needed. He/she will serve as the Burial Program Coordinator when the Coordinator is unavailable.

DUTIES AND RESPONSIBILITIES: Responsible for the maintenance of records for the Burial Program. Responsible for preparing requisitions, check requests in a timely manner.

- Responsible for filing and updating program tribal member files.
- Answer/transfer telephone calls and/or take messages.
- Ability to identify and report program problems
- Responsible for Property & Procurement
- Assist Tribal families with completing program applications.
- Maintain communication with funeral homes.
- Assist with the monthly reports when needed.
- Other duties assigned by the Burial Program Coordinator.

QUALIFICATIONS: High School Graduate or GED with a minimum of Administrative Assistant Certification or with a minimum of two (2) years of administrative or clerical experience. Skills in greeting and working with the public are imminent.

- Must have a valid Oklahoma Driver's License and dependable transportation.
- Must be willing to work other than normal working hours.
- Cheyenne-Arapaho Tribal 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@c-a-tribes.org
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.c-a-tribes.org