

PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

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



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

Program: Land Management Office- Land Buy Back Program

Position: Data Entry

Reporting to: Land Management Program Manager

Classification: Non-Exempt

Issued: December 02, 2016

Closing: Until Filled

Overview: The Data Entry Clerk, under the direct supervision of the Land Management Officer and/or Program Manager, will be responsible for assisting the Land Management Office and Office Manager in managing the activities of the Land Management Office

Work Schedule

- Monday through Friday, 8am-5pm, 40 hours a week, mandatory rotating lunch duty
- May require attendance to various events as assigned/required to include evenings and weekends
- Request to be scheduled off a specific day requires advanced notification and approval by Director per personnel policy. Attendance is priority.

Essential Duties and Responsibilities

- Maintains an up to date file management system for all office functions to include: vendor files, all incoming and existing LMO documents, and any other LMO files per LMO Policy and Procedure and in accordance with Federal Regulations
- Data Entry, assist in maintaining and keeping LMO database up to date
- Maintains spreadsheet of all incoming requests and correspondence
- Regular attendance to all Outreach events is mandatory

Physical Job Requirements

- Sit and/or stand continuously and perform job functions for a full shift with rotating lunch breaks.

- Requires bending, twisting, reaching, climbing stooping, crouching, kneeling lifting, and pulling.
- Move objects up to and exceeding 25lbs. with reasonable accommodations.
- Office environment with some travel required

Education and Experience

- Associate's degree and/or business office work experience equivalent of two years in related field. Must be able to pass background check as necessary.
- Working knowledge of computer software programs such as Microsoft Office Tools experience; knowledge of computer systems and/or communication systems to include ArcGIS, ESRI and any other Land Management software

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



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