

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Administrative Assistant

DEPARTMENT: Gaming Commission

STATUS: Full-time

DEADLINE: October 19, 2011 by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma Gaming Commission is seeking one (1) Administrative Assistant. Successful candidates shall be responsible for assisting the Executive Director in meeting the various reporting deadlines of the Tribe, State and Federal requirements. The Administrative Assistant will work closely with and assist the Gaming Commission staff on various projects etc., as needed. Must have the ability of completing all administrative functions such as: operating office equipment (copy, fax, phones, computers, etc.), answering telephones, greeting visitors, setting up and maintaining filing systems for records, correspondence, and other material, completing forms in accordance with company procedures, making copies of correspondence and other printed material, reviewing work done by others to check for correct spelling, grammar, and to ensure that company policies are followed, compose, type, and distribute meeting notes, routine correspondence and reports, coordinates travel arrangements including hotel, bus, airplane, and other applicable accommodations, and perform other duties as assigned.

MINIMUM REQUIREMENTS:

- (1) **Education:** Associates Degree and/or High School Diploma or GED Equivalent with two (2) years of work related experience with emphasis on clerical skills in a high paced environment.
- (2) **Skills:** All applicants should be current with Microsoft Office and general computer knowledge. Applicants must have knowledge of administrative and clerical procedures, excellent communication skills, both written and verbal, ability to type 50 wpm, the ability to work independently and with others. **Must be able to maintain a high level of confidentiality.**
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete a background investigation if needed. English language is a necessity and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma

Attn: Human Resource

PO BOX 70

McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.