

VACANCY ANNOUNCEMENT

(Temporary Appt. Not to exceed 1 year)

POSITION: Administrative Assistant

OPEN: September 28, 2011
CLOSES: October 5, 2011

ANNUAL SALARY: \$22,880.00

LOCATION: Office of Environmental Health
 Kickapoo Tribal Health Center
 McLoud, Oklahoma

Position Summary:

This position is located in the Environmental Health office, the selected incumbent will be required to perform administrative assistant duties such as answering phone, setting up and maintaining a filing system, utilizing computer software to complete duties, schedules and attends meetings as requested, prepares documentation for travel and/or training, will be responsible to compose letters, memorandum, etc., in final format. Will be responsible to purchase items such as office supplies, furniture, equipment, etc., is responsible for keeping a budget of expenses from Tribal Self-Governance Program grant monies. Individual will work closely with Program Director to gather information needed for various projects at one time. Other duties may be assigned as needed on a limited basis.

Education Requirements:

Minimum requirements:

Associates Degree - English, Communications, or similar field

Preferred Experience:

Bachelor's Degree - English, communications, or similar field

Required Skills:

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|---|--|
| * Very Good Communication Skills | * Time Management Skills |
| * Verbal AND Written | * Microsoft Office program experience |
| * Able to work independently and as a team member | * Meet strict deadline and detail requirements |

Mandatory Requirements:

- Must submit to and pass pre-employment and random drug screenings.
- Required to have an OSBI clearance.
- Must possess a valid Oklahoma State Drivers License.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. **Equal Employment:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

Interested applicants should submit their resume detailing education, work experience, job related skills, certificates, etc. to the:

Kickapoo Tribal Health Center
P.O. Box 1360
McLoud, Oklahoma 74851

ATTN: Human Resources

Kickapoo Tribal Health Center is a Drug-Free Workplace