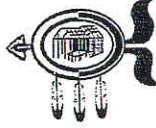


# KICKAPOO TRIBE OF OKLAHOMA



## NOTICE OF VACANCY

EMPLOYMENT: Administrative Assistant

DEPARTMENT: Administration

STATUS: 1 Full-Time

DEADLINE: December 16, 2011 by close of business 5:00 PM.

### JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Administrative Assistant. Successful candidates shall be responsible for completing all administrative functions related to the Kickapoo Tribe such as: operating office equipment (copy, fax, phones, computers, etc.), answering telephones and giving information to callers, taking messages, transferring calls to appropriate employees, 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:** 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 Windows and general computer knowledge. Applicants must have knowledge of administrative and clerical procedures, excellent communications 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                      or by fax at: (405) 964-7046  
PO BOX 70  
McLoud, OK. 74851

*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.*