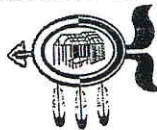


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Receptionist

DEPARTMENT: Douglas Field Office

STATUS: 1 Part-Time

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

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking a part-time Receptionist for the Douglas Field office in Arizona. Successful candidates shall be responsible for all office incoming calls as well as documenting any type of phone calls, sorting/distributing mail to the appropriate person, filing documents, informing staff of any type of memos, and distributing faxes appropriately for the Kickapoo Tribe of Oklahoma.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent. Two (2) years of work related experience preferred.
- (2) **Skills:** All applicants should be current with Microsoft Windows and general computer knowledge. Must possess the ability to work effectively with appropriate communication skills both written and orally. **Must be able to maintain a high level of confidentiality.**
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility must pass a drug screening test, and complete an OSBI 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
McCloud, 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.