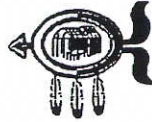


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Receptionist

DEPARTMENT: Maintenance

STATUS: 1 Full-Time

DEADLINE: February 24, 2012, by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Full-Time Receptionist. Successful candidates shall be responsible for properly greeting clients at the reception area, typing correspondence, filing, accurate telephone protocol, general office procedures, proper customer service, and other duties as assigned by the Maintenance Director/Supervisor.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent.
- (2) **Skills:** All applicants should be current with Microsoft Windows and general computer knowledge.
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, pass a drug screening test, and complete an OSBI background investigation if needed. Applicants must be able to speak both English and Kickapoo.

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.