

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: **Administrative Clerk**
DEPARTMENT: Enrollment
LOCATION: Tribal Administration Bldg. Concho, OK
ISSUE DATE: January 12, 2026

OPEN UNTIL FILLED

GENERAL DESCRIPTION: Under the general supervision of the Executive Assistant, the incumbent is responsible for handling a range of highly confidential secretarial tasks, including data entry of tribal members' personal information. This role necessitates the establishment and maintenance of a positive rapport with the general public, vendors, and tribal staff, as the incumbent serves as the primary point of contact for visitors and callers to the Department of Enrollment. Regular and predictable attendance is required for this position, and possessing the ability to maintain a calm demeanor when addressing the concerns of dissatisfied visitors is a critical requirement for success.

DUTIES AND RESPONSIBILITIES:

- Greets and assists all visitors to the Department of Enrollment and Burial Program with courtesy
- Ensures the reception area is clean, sanitized, and organized to promote maximum efficiency
- Updates bulletin board with department information
- Answers incoming phone calls, directing them to the appropriate staff or program
- Conducts intake of all incoming documents and forms from visitors and tribal staff
- Creates tribal and employee ID cards
- Submits weekly deposits of department revenue
- Bills tribal programs/departments for employee ID services
- Prepares and organizes documents for data entry

- Accurately enters data to maintain tribal enrollment database, ensuring it reflects the most current information about tribal members
- Responds to information requests from authorized agencies and tribal programs
- Maintains daily logs for phone calls and visitors
- Maintains daily logs for incoming and outgoing mail, faxes, and other forms of correspondence
- May be required to work outside of standard weekday hours of 8:00 am to 5:00 pm
- Performs additional duties as assigned

QUALIFICATIONS:

- High School Diploma or GED
- Requires at a minimum, one year of experience in general office procedures, filing, typing, data entry, answering phones and working with the public
- Highly proficient time and stress management skills
- Proficient knowledge of office administration
- Knowledge of tribal program policies and regulations and general office ethics
- Ability to relate and work with the Indian and Non-Indian communities
- Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website
at: www.cheyenneandarapaho-nsn.gov