

## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Office Manager  
**DEPARTMENT:** A3 Legislative Branch  
**LOCATION:** A3 Office Clinton, OK  
**ISSUE DATE:** January 20, 2026

#### OPEN UNTIL FILLED

#### GENERAL DESCRIPTION:

This position under the direct supervision of the Legislator for District A-3, position is full time. This position will also supervise employees and contractors in this district. The Office Manager will be required to perform a wide range of clerical duties with a minimum amount of supervision, have pleasant attitude at all times, be punctual, and the ability to exercise initiative and judgment.

#### DUTIES AND RESPONSIBILITIES:

- Answer phones, take messages
- Assist those who come in to the office
- Pick up mail (including mail)
- Set and maintain appointment schedule
- Maintain computer and paper files
- Prepare routine correspondence, maintain files for applications
- Keep office organized and orderly, and maintain
- Confidentiality of work environment and work performed
- Other duties as assigned

#### QUALIFICATIONS:

- Minimum High School diploma or GED /or business office work experience equivalent of two years.
- Working knowledge of computer software programs such as Microsoft Office Tools experience; knowledge of computer systems and/or communications systems.
- Current Oklahoma State Driver's License
- Excellent verbal and written communication skills
- Ability to build relationships through strong interpersonal skills.
- Cheyenne and Arapaho preference will be given.

**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](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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To view all our current vacancy announcements, please visit our website at:

[www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)