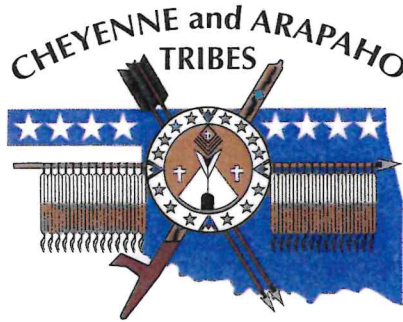


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*VACANCY ANNOUNCEMENT \*\*\*

**POSITION:** Administrative Assistant  
**PROGRAM:** Emergency Management Program  
**DEPARTMENT:** Administration  
**STATUS:** Part Time, Permanent  
**LOCATION:** Concho, OK  
**ISSUE DATE:** July 30, 2026

#### OPEN UNTIL FILLED

#### GENERAL DESCRIPTION:

This position is under the direct supervision of the Emergency Management Director and performs highly responsible administrative duties in support of the Cheyenne-Arapaho Tribes jurisdictions and staff, and serves as a core member of the Emergency Management Division team.

#### DESCRIPTION OF DUTIES:

- Prepare agendas for meetings, functions and conferences;
- Keeping records, agendas, and FEMA files in order and filed in a neat and timely manner
- Attend meetings with or on behalf of the Director. Take notes at meetings; and may take part in discussion of issues and concerns;
- Keep an accurate and update emergency contact list of emergency personnel
- Answer phones, take notes, and take minutes during conference or emergency management meetings
- Provide follow-up administrative work in support of the program;
- Maintain regular contact with and support decision makers;
- Compose correspondence and reports; proofread and edit correspondence and various written materials;
- Coordinate special meetings or events as directed;
- Conduct research and compile information on products, equipment or services;
- Compile and draft written materials including pamphlets, reports, studies or other related assignments;
- Keep managers informed about significant items requiring review or action;
- Obtain information from staff, relay assignments, call attention to deadlines, and obtain progress reports;
- Participate as needed during emergencies, including emergency operations center activations;
- Develop and maintain excellent working relationships with all personnel, user agencies, the public, etc.

- Develops and sends out Emergency Management information to the communities;
- Respond to questions and requests regarding administrative aspects of Emergency Management;
- Performs related duties as assigned

#### **QUALIFICATIONS:**

- Successfully pass pre-employment reference and criminal history checks.
- Excel and Microsoft word knowledgeable, with a 2 years experience.
- Any combination of education and experience that provides an applicant with knowledge, skill and ability to successfully perform the job will be considered.
- Office and administrative practices and procedures
- Effective research and record keeping methods and techniques
- Considerable knowledge of proper business communications, punctuation, grammar and spelling
- Ability to pay strict attention to detail and accuracy
- Able to understand and execute complex oral and written instructions
- Apply appropriate independent initiative, discretion, judgment and organizational skills to the work
- Understands and apply available guidelines, policies or procedures in diverse situations
- Ability to prepare written materials in clear, correct and comprehensible terms from general notes or concepts
- Performs related duties as assigned
- Tribal 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](mailto: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](http://www.cheyenneandarapaho-nsn.gov)