

# Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at [www.kiowatribe.org/job-vacancies](http://www.kiowatribe.org/job-vacancies). The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	<b>Office Assistant</b>	Posting Date:	<b>11/14/18</b>	Closing Date:	Open Until Filled
Department:	Kiowa Language & Cultural Revitalization	Status:	Regular Full-Time		
Duty Location:	<b>Carnegie, Oklahoma</b>	Salary:	<b>\$10.00 per hour</b>		

## Job Summary:

This is a full-time position under the supervision of the KLCRP Director. The position is responsible for handling daily clerical work tasks. The employee will be answering incoming phone calls and other communications, as well as managing files, updating paperwork and other documents, overseeing the accounts payable file management, and performing other general office clerk duties and errands. This position requires working directly with elderly participants and youth. The employee may be required to work outside of normal office hours. Transporting program participants is also required

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

## Qualifications:

High school diploma or equivalent.  
One year business school training or related work experience preferred.  
Must be skilled in computer operations and comfortable using Windows Operating System, Microsoft Word, Works, Excel, Access, Powerpoint, and digital equipment.

Position is being re-advertised open until filled.

**Basis of Rating:** *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

## Requirements:

Valid Oklahoma Driver's License.  
Must pass an OSBI background check.  
Must pass a pre-employment drug test.  
All tribal positions are subject to random drug testing in accordance with the Drug Free Work Place Policy.  
Must be insurable under the Kiowa Tribe's motor vehicle insurance.  
Must be able to be bonded.

## Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

## Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	<a href="mailto:hr@kiowatribe.org">hr@kiowatribe.org</a>