



Kickapoo Tribe of Oklahoma

Job Title: Administrative Assistant/Case Initiation Specialist **Department:** Child Support

Salary: Depending on experience and educational background.

Open: October 13, 2017

Closing Date: October 20, 2017

Description:

The Administrative Assistant/Case Initiation Specialist performs clerical duties for the program, logs calls and requests for applications, provides initial contact to clients, and application intake. Duties also include Case Initiation responsibilities which consist of cross-referencing cases and database input. Will also perform financial tasks associated with collection and recording of child support payments.

FOR A FULL JOB DESCRIPTION – PLEASE CONTACT HUMAN RESOURCES

Education and/or Experience:

Associates Degree in Accounting, Paralegal or Data Entry field, or two years of equivalent experience in Child Support.

Qualifications:

Excellent oral/written communication skills, record keeping, attention to details, data collection and computer skills including Power Point, Excel, Access and Microsoft Word. Confidentiality is a high priority, Must be able to work well, both individually and as a team, English language necessary. Kickapoo language a plus.

Mandatory Qualifications:

Possess a valid Oklahoma driver's license.
Pass a background and drug screening.
Must be able to travel.

If you are interested in joining our team and making a difference in the Kickapoo Tribal Community, should submit an application to:

Kickapoo Tribe of Oklahoma
ATTN: Human Resources or fax to 405-964-7046
PO Box 70
McLoud, OK 74851

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.

*The Kickapoo Tribe of Oklahoma is a Drug Free Workplace
And At-Will Employer*