



Kickapoo Tribe of Oklahoma
Re-Advertised
VACANCY ANNOUNCEMENT

Job Title: Administrative Assistant/Case Initiation Specialist **Department:** Child Support
Salary: Depending on experience and educational background.
Open: December 5, 2017 **Closing**
Date: December 11, 2017

Description:

This position organizationally falls under the Child Support Department of the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday; 8:00 A.M. to 5:00 P.M., or as may be needed to provide efficient services to serve the community. The purpose of this position is for the Case Initiation Specialist/Administrative Assistant to perform clerical duties for the Child Support office, 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/Qualifications:

1. Associates Degree in accounting, paralegal or data entry field, or two years of equivalent experience in Child Support.
2. Excellent oral/written communication skills, record keeping, attention to details, data collection and computer skills including Power Point, Excel, Access and Microsoft Word.
3. Confidentiality is a high priority.
4. Must work well with the public.
5. Must be able to work well, both individually and as a team.
6. Possess a valid Oklahoma driver's license.
7. Pass a background and drug screening.

If you are interested in joining our team and making a difference in the Kickapoo Tribal Community, submit your Kickapoo Tribal Employment Application to:

Kickapoo Tribe of Oklahoma
ATTN: Human Resources
PO Box 70
Cloud, OK 74851

or fax to 405-964-7046

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.

