

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Administrative Assistant

DEPARTMENT: Gaming Commission

SALARY: Depending on Qualifications

DEADLINE: April 11, 2018 by close of business 5:00 PM.

JOB DESCRIPTION:

The Gaming Commission Administrative Assistant will assist the Executive Director in meeting the various reporting deadlines for the Tribe, State, and Federal requirements. The Administrative Assistant will work closely with and assist the gaming commission staff on various projects, etc. as needed. The Administrative Assistant is under the direct supervision of the Executive Director of Gaming Commission.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent and prior gaming experience preferred.
- (2) **Skills:** All applicants should be current with Microsoft Windows and general computer knowledge. Applicants must have knowledge of administrative and clerical procedures, excellent communications skills, both written and verbal, ability to type 50 wpm, the ability to work independently and with others. ***Must be able to maintain a high level of confidentiality.***
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and obtain a Class III Kickapoo Gaming License. English language is a necessity and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma

Attn: Human Resource

or by fax at: (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 An At-Will Employer***

