



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Administrative Assistant

Department: LATCF Admin

Employment Status: Full time, Exempt

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Tribal Operations Manager

GENERAL DESCRIPTION:

The Delaware Tribe of Indians is seeking a reliable and detail-oriented Full-Time Administrative Assistant to provide filing, scanning, and general administrative support for LATCF Admin. This position is responsible for organizing, maintaining, and digitizing documents, as well as assisting with basic administrative tasks to support daily departmental operations. The Administrative Assistant may be assigned additional administrative duties as needed to support departmental and organizational needs while ensuring accuracy, confidentiality, and compliance with Tribal policies.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma or GED
- Previous experience in an office, clerical, or administrative support role preferred
- Strong organizational skills with attention to detail
- Ability to maintain confidentiality and handle sensitive information appropriately
- Basic computer skills and proficiency in Microsoft Office (Word, Excel)
- Experience with filing systems, scanning, and document management preferred
- Ability to work independently and follow instructions
- Dependable, punctual, and able to manage time effectively
- Ability to work collaboratively with multiple departments
- Respectful of Tribal policies, procedures, and workplace standards

DUTIES AND RESPONSIBILITIES:

- File, organize, and maintain physical records for assigned departments
- Scan documents and ensure accurate electronic filing and proper naming conventions
- Assist with organizing and purging records in accordance with records retention policies
- Maintain orderly and accessible filing systems, both paper and electronic
- Retrieve and distribute files to staff as requested
- Perform general administrative and clerical duties, including copying, data entry, and document preparation
- Assist with administrative support tasks as assigned
- Maintain confidentiality of all Tribal, employee, and client records
- Support special projects and departmental initiatives as requested
- Report any filing discrepancies or issues to the supervisor
- Perform additional duties as assigned to support departmental and organizational needs

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47), Indian Preference will be observed in Hiring.