



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant
<b>Department:</b>	Family & Children Services / Head Start
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK / Caney, KS
<b>Immediate Supervisor:</b>	Family and Children Services Director / Tribal Operations Manager

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### **General Description:**

The Family & Children Services and Head Start Administrative Assistant's main role is to provide support services to the division directors and team in all aspects of departmental needs and requirements.

### **Minimum Qualifications:**

High School Diploma with 1-2 years of Administrative/Clerical experience.

A minimum of an Associate's Degree in Sociology, Psychology, Social Work or related social services fields preferred.

Must have experience and knowledge of Microsoft Word, Excel, PowerPoint, Access and Outlook.

Must possess excellent oral/written communication skills, record keeping, and data collection skills.

Must be able to maintain strict confidentiality of all client matters.

Must be detailed oriented, accurate, organized and able to work independently and as part of a team.

Must be able to work in a fast paced and team-oriented environment.

Must be dependable, reliable and trustworthy.

Must possess experience in dealing with individuals in crisis and have strong customer service skills with the ability to defuse tense situations.

Must have a working knowledge of commonly used office machines and computer software including multiple line telephones, voice mail, document shredder, computer email, internet, copier, printer and fax machine.

Must possess a valid driver's license.

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

Must be able to pass a criminal background check.

Must have good interpersonal communication and teamwork skills.

**Duties and Responsibilities:**

- Provide clerical support on behalf of the division.
- Greet the public, answer and respond to telephone calls.
- Distribute and Receive program applications.
- Maintain the programs' correspondence logs.
- Transmit information using computer, mail or facsimile machine.
- Process and prepare memos, correspondence, travel vouchers, or other documents.
- Assist customers by providing them with departmental information, including directing customers to other Delaware programs and services.
- Perform administrative support tasks as necessary.

- Other duties as assigned.

This job description reflects the general functions required of the employee for this job, but the description should not be considered an all-inclusive listing of work requirements.

**Indian Preference Policy:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.