

# Iowa Tribe of Oklahoma

## Vacancy Announcement

Position: Office Assistant

Position Number: 5590

Department: Realty

Issuing Date: November 21, 2011

Closing Date: Until Filled



**Status:** Full Time

**Mailing Address:**  
PO Box 126  
Perkins, OK 74059

Fax: (405)547-1092  
tallen@iowanation.org

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### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY:** This position falls under the direct supervision of the Realty Manager. .

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Performs general office duties: sets up and maintains files including but not limited to maintaining letters, memoranda, invoices and other indexed records organized in file according to the established system in Realty.
- Retrieves data or correspondence from files as requested within an appropriate time frame;
- Initiates needed modifications of the file systems
- Photocopies, faxes and files
- Updates Microsoft Access databases and Excel spreadsheet software
- Providing coverage for the reception desk, as needed
- Assists all other employees of the Realty Department with clerical tasks as assigned
- Other duties as assigned

### QUALIFICATIONS

Individual must be an enrolled member of the Iowa Tribe of Oklahoma. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill/and or ability required.

### EDUCATION and/or EXPERIENCE

Demonstrated ability to pay attention to detail.

### LANGUAGE SKILLS

Ability to read, write and speak English proficiently.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.