



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/job-opportunities

Job Opportunity#: KTJA-23-33	Opens:02/14/2023	Duty Location: Norman, OK and/or
Position Title: District 7 Office Manager	Closes: OUF	Tulsa, OK
Salary Rate: \$ 16.00 to \$ 18.00 per hour	Position: Regular Full-time	Category: Non-Exempt

JOB SUMMARY:

Responsible for daily operations of the District 7 Legislative office. Provides organization and coordinates all administrative office duties. The Office Manager maintains official records of all District 7 Legislative documents and is responsible for accurate record keeping of all financial transactions and record documents associated with the office.

Additionally, the Office Manager is responsible for acting as a gatekeeper and provide assistance to the District 7 Legislator in the handling of all District 7 business. This includes but is not limited to upkeep of official documents in an office filing system. Keeps lines of communication open between the office and other departments/branches of government and with constituents. The Office Manager maintains financial ledger and Cuff account of the District 7 office.

HOW TO QUALIFY FOR THE JOB:

Reports To: District 7 Legislator

Education: High School Diploma or GED.

Experience:

- Knowledge of business and governmental procedures or a minimum of 5 (five) years of experience in the area of tribal government and familiarity of constitutions and bylaws, policies, procedures and regulations or an equivalent combination of education and experience.
- Proficient knowledge in Microsoft applications e.g. (Word, Excel, Power Point, Outlook and Adobe Acrobat).
- Strong interpersonal skills to interact positively and professionally with all tribal employees.
- Attention to detail to ensure tasks are completed thoroughly, correctly and in a timely manner.
- Ability to handle multiple tasks and organize work to meet deadlines.
- The Office Manager may be directed by Kiowa District 7 Legislator to: Make public calendars and agendas.
- Shall maintain all official documents, records, reports, testimony presented and any other materials belonging to the Kiowa District 7 Legislator.
- Manage public relations development through flyers, social media and website design.
- All correspondence, resolutions, orders and requests shall initially be given to the District 7 Legislator for review and approval before the distribution and maintained and filed for safekeeping.
- Shall maintain strict confidentiality of all files, documents, and any pertinent information.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check, pre-employment drug test and submit a COVID test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

HOW TO APPLY: Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432
OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org

OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Phone: 580-654-6464

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.