

OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD JOB VACANCY ANNOUNCEMENT

Position: Administrative Assistant
Location: Oklahoma City, OK
Status: Full-Time

Department: Health Board
Reports To: Executive Director

Opening Date: January 25, 2010
Closing Date: February 5, 2010 at 4:30 p.m.

General Job Duties (not all inclusive): Under the general direction of the Oklahoma City Area Inter-Tribal Health Board (OCAITHB) Executive Director. Provides clerical and administrative support to the Executive Director and Dental Support Center Manager to include: coordination and arranging program meetings; responsible for maintaining OCAITHB mailing list; maintain filing system, prepares correspondence and other program records; data entry for various programs, as requested; order and maintain supplies and arranges for equipment maintenance; performs routine periodic reports; may prepare request for payment to vendors, activity reports, travel requests, travel claims; receives incoming business calls; update company webpage; and assist with grant writing proposals as requested.

Knowledge: Must have computer skills and demonstrate aptitude of MS Word, Excel, Intranet, Power Point and Visio, and usage of general office equipment.

Skills: Demonstrate knowledge of computer skills. Must have and be able to demonstrate excellent oral and written communication skills; organizational skills with high levels of attention to detail, presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; and maintain confidentiality.

Experience: The ideal candidate will possess an Associate or Bachelors degree (strongly preferred); or a minimum of three years of clerical office experience; or 30 semester hours from a college or university. Have one year of experience preparing reports or grant proposals.

Supervisory Authority: None

Travel: Travel may be required in the fulfillment of job requirements and training.

Equal Employment: Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

Conditions of Employment: 1. Applicants must possess and maintain a current State Driver's License; 2. Climbing, walking, standing, bending, and occasionally sitting long hours.

Application Procedure

1. **Review the entire Job Vacancy Announcement** to compare your experience with the requirements of the position and identify required documents, if any.
2. **Review the specialized skills and experience required** for the position as stated in the Skills and Experience sections of the announcement. If you possess the skills and experience required, be sure this experience is described in your resume/application.
3. **ALL APPLICATIONS AND DOCUMENTS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
4. **Mail Application/Resume to:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources department, P.O. Box 5826, Edmond, Oklahoma 73083.

5. **Faxed Application/Resume to:** 405-951-3902. Attention: Human Resources. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application/Resume to:** Send as an email attachment in Microsoft Word format or Adobe PDF to: Diddy.Nelson@ihs.gov. The Vacancy Announcement Position Title must be included in the subject line of the email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application/Resume:** Resumes and/or accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements. Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position.
 1. Position Title of the job for which you are applying.
 2. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
 3. Social Security Number.
 4. Country of Citizenship.
 5. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
 6. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
 7. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
 8. Indicate if we may contact your current employer and supervisor.
 9. Job-related training courses, skills, honors, awards, special accomplishments.
 10. **Verification of Indian Preference** applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.
 11. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
 12. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

This position is in a Smoke-Free Environment.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.