

# VACANCY ANNOUNCEMENT

**POSITION:** Administrative Assistant

**OPEN:** June 9, 2025

**SALARY:** Based on Qualifications

**CLOSES:** Open until Filled

**LOCATION:** Kickapoo Tribal Health Center, McLoud, Oklahoma

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## General Description:

This position organizationally falls under the Maintenance Director of the Kickapoo Tribal Health Center as operated by the Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to provide assistance to associated programs to better serve the needs of the population. The purpose of this position is to assist in the administrative management of all aspects of the Maintenance Department. Performance of these duties are in support of the tribal health center mission to ensure the highest quality of patient care in an economically sound and efficient manner.

## Description of Duties:

For full Description see Human Resources

## Qualifications & Experience:

**Education:** High School Diploma or equivalent

**Experience:** One (1) year administrative assistant experience required

## Requirements:

- All applicants tentatively selected for employment will be required to submit to an oral drug screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Must have a clean OSBI and Federal background clearance.
- Must have valid Oklahoma Driver License

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference, you must submit documentation with your application.

**The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.**

**Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to [kaylee.stevens@okkthc.com](mailto:kaylee.stevens@okkthc.com).**

*Kickapoo Tribal Health Center is an At-Will Employer  
And a Drug-Free Workplace*