

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation 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. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Intake Clerk	Posting Date:	October 19, 2022	Closing Date:	Until Filled
Department:	Housing	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the direction of the Housing Director, the Intake Clerk shall be responsible for assisting new applicants to the program with the completion of necessary forms and paperwork and ensuring that the Housing Director has the administrative and clerical support necessary to fulfill the goals, objectives and obligations of the Delaware Nation Housing. He or she must also adhere to professional protocol standards to create a professional working condition.

Qualifications

1. Knowledge of housing policies, program regulations, and requirements	4. Thorough knowledge of contacting and subcontracting procedures
2. Experience in the application of appropriate laws, codes, and regulations governing Indian housing	5. In-depth knowledge of budget processes
3. Working knowledge procurement, inventory, cost control, and manpower procedures	6. Ability to communicate effectively with tribal, federal, state, and local officials

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

• Valid Oklahoma Driver License	• Must be in good physical condition
• Pass Drug Testing requirements	•
• Pass Background Check Per P.L. 101-630	•

To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.