

Comanche Nation

JOB DESCRIPTION

Position: Administrative Assistant, Child Support Program

Grade: GS 5/0

Component: Tribal IV-D Program

Immediate Supervisor: Child Support Director

Classification: Regular, full-time

Type of Position: Exempt

Hours of Work: 8:00 a.m. – 5:00 p.m.

Location of Work: Lawton, OK

JOB SUMMARY: The administrative assistant's primary responsibility is providing clerical support for the Child Support Director. Key responsibilities include, but are not limited to, greeting the public, answering the phone, application intake, handle confidential documents, data entry, and receipt child support payments with supervision. The administrative assistant must understand the work flow of the child support office and support all employees in achieving program objectives, deadlines and priorities.

MINIMUM QUALIFICATIONS: High School Diploma with experience in customer service, paralegal or data entry field. Applicant must possess the following skills: excellent oral/written communication skills, record keeping, data collection and computer skills including Power Point, Excel, Access and Microsoft Word. Confidentiality is high priority. Must work well with the public, possess a valid driver's license and be able to pass a background check and drug screening.