

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: CCDF ADMINISTRATIVE ASSISTANT

SUPERVISOR: CCDF PROGRAM DIRECTOR

GENERAL DESCRIPTION: Under the supervision of the CCDF Program Director. Administrative Assistant performs all those administrative and clerical type duties associated with the position as required for the accomplishment of the Child Care Development Fund Program's goals and objectives. Maintains client confidentiality.

DUTIES AND RESPONSIBILITIES:

1. When necessary, prepares and/or completes initial forms and applications for client screening process.
2. When necessary, assists applicants in the completion of forms required for the provision of assistance.
3. Provides secretarial/clerical support in the composition and preparation of general correspondence/memoranda.
4. As directed by CCDF Director, assembles, summarizes, preserves and maintains information, i.e., data/statistics, for inclusion in the preparation of reports as required by the Tribe and/or funding agencies.
5. Maintains appointment agenda/calendar for CCDF Director.
6. Prepares Travel Advance Requests, as directed, to include making reservations for hotel accommodations, airline and rental car, if necessary, and attaches meeting/training itinerary. Obtains signatures and coordinates flight information with Receptionist in Administration and upon return of traveler, prepares travel reconciliation with attachments for submission.
7. Prepares time sheets, requisitions, payment vouchers.
8. Reviews child care assistance time sheets, makes corrections/adjustments, and submits payment requests for child care providers.
9. As requested, will assist/accompany CCDF Director in activities that may require travel and/or work outside normal work hours.
10. Performs other duties related to position as necessary or assigned.

QUALIFICATIONS:

1. Must have a High School Diploma or GED, and one (1) year of work experience with children and families.
2. Must be knowledgeable of office procedures, etiquette, and techniques.
3. Must have communication skills, both oral and written, to interact with clients, parents, personnel, as well as officials and other individuals regarding CCDF matters.
4. Must have computer skills and able to operate software for letter processing, spreadsheets, databases, and reports.
5. Insures client confidentiality in compliance with the Privacy Act and handles confidential type work/information with tact and discretion.
6. Must have the ability to work well with Native American children and families; to exercise judgment in interpreting and applying rules or policy; and to establish and maintain good working relations with others.
7. Have the ability to lift up to 20 pounds.
8. Must possess a valid Oklahoma Driver's License.
9. This position requires a successful background check and drug screening.
10. Must sign a Confidentiality Agreement and must be able to maintain confidentiality as required and when applicable.
11. Indian Preference applies.