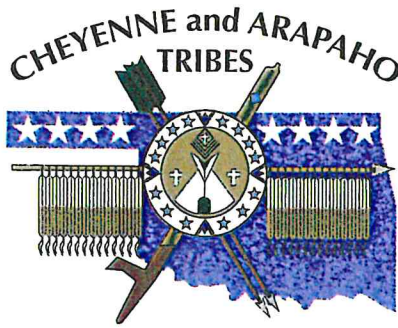


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION: SORNA Project Technical Assistant
DEPARTMENT: Judicial Branch
LOCATION: Concho, OK
ISSUE DATE: June 7th, 2021 **CLOSING DATE:** Until Filled

The SORNA Project Technical Assistant is under the direct supervision of the SORNA Project Administrator/Court Administrator. The incumbent is primarily responsible for providing administrative support to the SORNA Project Administrator/Court Administrator. Primary duties will be office administration, reporting, tracking clients, arranging community meetings, data collection and data input.

DUTIES AND RESPONSIBILITIES:

- Primarily responsible for SORNA Office administration, reporting, tracking clients, arranging community meetings, data collection, and data input.
- Provides administrative support to the SORNA Program Administrator.
- May be required to input data into the Tribe and Territory Sex Offender Registry System (TTSORS) and other relevant data.
- Assist with the Tribes requirements of participation in the Dru Sjodin National Sex Offender Public Website.
- The SORNA Project Technical Assistant will be required to maintain files and records as instructed by the Program Administrator.
- Assists with collection and tracking data
- May be required to proofread, edit, format and distribute documentation needed by the SORNA Project Administrator and SORNA Project Coordinator.
- May be required to attend and participate in training as required by the granting agency.
- Organize semi-annual community meetings and engage in community outreach for prevention of victimization by sex offenders and to encourage reporting, investigation and successful and aggressive prosecution of sex offenses.
- May be responsible for grant reporting.
- May be required to work with outside agencies for necessary data collection
- Effective communication skills are a must

QUALIFICATIONS:

- Associate's degree preferred or 2 years work experience in office administration
- Strong typing and hands-on computer skills a must
- Must abide by confidentiality policies
- Must possess valid Oklahoma Driver's License Knowledge of Cheyenne and Arapaho culture preferred Must pass pre-hire and random drug screening

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov