

**Victims Administrative Assistant #2020-31** The purpose of this position is to perform clerical work of a complex nature for the Victims' Services Program. This position will also perform highly interactive duties working as a liaison between the Victims' Services Program, the Court and the Police Department to ensure that all needs of victims' of crime which occur within the territorial boundaries of the Sac and Fox Nation are met. This position will assist in managing the Sac and Fox Nation Victim Services Program and coordinating the victim services associated with that project. General office functions, such as: answers telephone, typing, scanning and greeting the public. Screens individuals for the potential need for services. Receives and maintains internal control of incoming and outgoing mail. Maintains department schedules, calendars official files, records and travel. Takes minutes for meetings held and assists with presentations. Assesses victim needs and acts as a resource for community service referrals. Communicates in the exchange of information by completing thorough case documentation in Victim Services using a paper-based and, where available, computer automated case management system. Thorough knowledge of modern office practices and procedures along with the use of office machines and equipment. Discretion and integrity to work on highly confidential information is a must and must be followed to the highest standard. Associates Degree and/or completion of a six month or greater secretarial procedure course. Experience in Social Services, Mental Health Counseling, Law Enforcement or other related field of victims' services, and two (2) of related professional experience. A minimum of two (2) years' experience as a secretary performing complex clerical duties. Any appropriate combination of education and experience may be substituted for the above. Must have a valid Oklahoma Driver's License.