

POSITION ANNOUNCEMENT

Chitimacha Finance Department Office Assistant

SUMMARY: This position performs a variety of clerical functions associated with the day-to-day and overall operation of the Chitimacha Finance Department.

EDUCATION AND/OR EXPERIENCE: A high school diploma or GED AND one (1) year of relevant clerical, financial clerical, secretarial or customer service experience.

Preference will be given to qualified Native Americans; Subject to Pre-employment and Random drug testing; A Background Investigation will be required.

TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be **Monday, April 25, 2022.**

