



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

18300 W. Keetoowah Circle · Tahlequah, OK 74464

Main line: 918-871-2800 · Fax: 918-414-4000

www.ukb-nsn.gov

COUNCIL

Joe Bunch
CHIEF
O'EOGA

Jeff Wacoche
ASSISTANT CHIEF
W.P.L SVS O'EOGA

Joyce Hawk
SECRETARY
JA.9P6DY

Sonja Gourd
TREASURER
DSW DSA.5

CANADIAN
DHJF DLA

Cliff Wofford
COOWEESCOOWEE
JQ6DJ0

DELAWARE
DTE0A

Frankie Still
FLINT
LO6DSGT

Willie Christie
GOINGSNAKE
T06 DOT

Peggy Girty
ILLINOIS
LOAT

Charles Smoke
SALINE
AS6DY

Junior L. Catron
SEQUOYAH
LVN

Terry Kingfisher
TAHLEQUAH
LPT

INTERNAL/EXTERNAL ANNOUNCEMENT

Application can be obtained and then submitted using the information listed above or by email to m Downing@ukb-nsn.gov

Opening date: 9/12/2024

Closing date: 9/19/2024

Position: Intake Clerk

Department: Housing

Reports to: Housing Director, Assistant Director

Pay: \$12.00

Status: Full-time, Non-exempt

JOB SUMMARY: Responsible for processing applications for the Homeowners Assistance and the Indian Housing Block Grant Programs. Verifies all information for program eligibility purposes. This position will also entail other duties which does require Housing and Data Entry experience. Some travel will be required for job training.

ESSENTIAL DUTIES and RESPONSIBILITIES: Completes housing application for eligibility purposes and performs tasks involved with correspondence to applicants as needed. Provides budget and financial counseling services to tribal members. Processes purchase order and check requests. Maintains files, applicant log and master sheet. Prepares reports for the Housing Director. This position will require other duties as assigned such as accepting and processing other program applications and some data entry related to accounting.

COMPUTER SKILLS: To perform this job successfully, an individual must have knowledge of Microsoft Word, Spreadsheets, and PowerPoint.

EDUCATION AND EXPERIENCE: Associates degree from two-year college or one year certificate from technical school; or 1-2 years related housing experience and/or training, OR equivalent combination of education and experience. Previous housing experience and knowledge of data entry preferred.

LICENSES: Must possess a valid Oklahoma Driver's License with a driving history verified through a motor vehicle report. Some travel will be required.

SUPEVISORY RESPONSIBILITIES: None

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to m Downing@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job



UNITED KEETOOWAH BAND
of CHEROKEE INDIANS in OKLAHOMA
18300 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

Federally Recognized
October 3, 1950

COUNCIL

description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Joe Bunch
CHIEF
O'E@G.A

Applicant Signature

Date

Jeff Wacoche
ASSISTANT CHIEF
W.F.N SVS O'E@G.A

Joyce Hawk
SECRETARY
JA@P@DY

Sonja Gourd
TREASURER
DSW D\$A.A

CANADIAN
DhJf D.Af

Cliff Wofford
COOWEESCOOWEE
J@@DJ@

DELAWARE
DT@.A

Frankie Still
FLINT
L@@D\$GT

Willie Christie
GOINGSNAKE
T@L D@T

Peggy Girty
ILLINOIS
L@AT

Charles Smoke
SALINE
A\$@DY

Junior L. Catron
SEQUOYAH
L.V.f

Terry Kinfisher
TAHLEQUAH
L.F.T