

Position Title: Office Clerk / Environmental Tech

Department: Office of Environmental Services

LOCATION: UKB Education Building – Tahlequah

REPORTS TO: Director of Natural Resources

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL/EXTERNAL OPENING DATE: 11/14/2023

INTERNAL/EXTERNAL CLOSING DATE: 11/20/2023

Summary of Duties and Responsibilities

The Office Clerk will competently perform various administrative and clerical tasks to support our office. The candidate will undertake a variety of activities in the office ranging from filing and answering the phone to basic bookkeeping. An effective office clerk can work diligently to help maintain smooth office operations. You must be reliable and hardworking with great communication skills. The ideal candidate will also be familiar with office equipment and specialize in Environmental Technician work.

Responsibilities

1. Coordinate activities with other departments in areas of mutual concerns in order to ensure compliance with established policies, objectives, program priorities, applicable laws, and rules and regulations.
2. Advise agencies on legal responsibilities under Federal and State preservation laws.
3. Responds to inquiries and provides guidance, clarification, and recommendations concerning Traditional Cultural Resources.
4. Consult with Federal agencies on Federal undertakings that may affect tribal historic properties and, on any plans, to protect, manage, reduce, or mitigate harm to said properties.
5. Assisting with field Environmental Assessments.
6. Maintain files and records so they remain updated and easily accessible.
7. Sort and distribute incoming mail and prepare outgoing mail.
8. Process proper paperwork for accounting purposes.
9. Assist Director with wood crew as needed.
10. Answer the phone to take messages or redirect calls to appropriate colleagues.
11. Help Solid Waste Coordinator with cleanups.
12. Recycling as needed.
13. Research grants associated with Environmental.
14. Follow all department guidelines.
15. Other duties as assigned.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
4. Always maintain a high level of ethical standards.
5. Proven ability, in prior positions, to exercise good judgement in stressful situations.
6. Excellent attendance record in previous positions.
7. Excellent employment references from previous positions.
8. Ability, aptitude, and willingness to work consistently in a professional manner.
9. Must maintain absolute confidentiality of sensitive information.
10. Ability to keep legible and accurate records.
11. Ability to establish and maintain effective working relationships with other employees, staff, and the public.

Education and Experience

High School Diploma or equivalent. Minimum 2 years' experience in an office environment.

Must possess and maintain a valid US Driver's license with a clean driving record.

Physical & Mental Demands

While performing the duties of this position the employee is regularly required to stand, walk, sit, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move 40 pounds or more. Must be able to travel across rough, uneven, and rocky surfaces when conducting field inspections, climbing ladders, or performing survey work. Will be required to work outdoors. Must be able to work well with Tribal Council, Council of Officers, Executive Officer, Tribal Administrative staff, other agency staff, and the public.

Continued Education

This position will require you to meet and acquire 15 hours of continued education related to the department field. Certifications and degrees will be held with Human Resources. This is required to keep abreast of new and updated policies and regulations in the ever-changing field.

Travel

Travel will be required for some projects. Must be able to meet security standards to conduct business as a representative of the United Keetoowah Band.

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

Employee Signature

Date