



Federally Recognized  
October 3, 1950

**UNITED KEETOOWAH BAND  
of CHEROKEE INDIANS in OKLAHOMA**  
P.O. Box 746 · Tahlequah, OK 74465  
18263 W. Keetoowah Circle · Tahlequah, OK 74464  
Main line: 918-871-2800 · Fax: 918-414-4000  
[www.ukb-nsn.gov](http://www.ukb-nsn.gov)

**COUNCIL**

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Tishaleta Gueverra  
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Frankie Still  
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Willie Christie  
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Janelle Adair  
ILLINOIS  
L@AT

Charles Smoke  
SALINE  
AS@OY

Donald Adair  
SEQUOYAH  
L@V@H

Sammy Allen  
TAHLEQUAH  
L@P@T

**Internal/External Announcement**

Opening Date: 1/16/2026

Closing Date: 1/23/2026

Applications can be obtained and then submitted using the information listed above or by email:  
[mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Job Title: Deputy Court Clerk

Department: Tribal Court

Location: UKB Tribal Court – Tahlequah

Reports To: Tribal Court Administrator

Status: Regular Full-Time

Pay: BOE

**Summary**

The Deputy Court Clerk is under the direction and supervision of the Tribal Court Administrator. This position assists in all duties of the Tribal Court Administrator and acts as the initial point of contact for the Tribal Court. The Deputy Court Clerk receives cases for filing in the district court, maintains case files, prepares court records, and documents, and provides respectful and responsive support to the district court. This position works closely with the district judges, attorney general's office, and United Keetoowah Band Indian Child Welfare department in the coordination and timely scheduling of hearings.

**Essential Duties and Responsibilities**

Assists with all duties of the district court including but not limited to the following areas:

Receives filings in the district court and ensures the documents are appropriately file stamped and are handled in a secure and organized manner.

Collects required filing fees and ensures the proper posting and handling of monies received.

Prepares judges' dockets and the case files for hearings.

Attends court hearings and ensures the accurate documentation of court minutes and proper recording of the court hearing and places in the case files after each court docket.

Coordinates the jury docket process by effecting a jury pool request from tribal registration and assists in the selection and jury panel activities.

Maintains current court forms and develops new forms as needed and provides tribal citizens with access to various court forms.

Maintains the case management system and ensures all filed documents are properly scanned into the system.

Maintains a high level of customer service while responding to questions and/or comments in a courteous and timely manner and maintains strict confidentiality of any and all court records and court customer information.

Keeps judges informed about case status, hearings, calendar events, and upcoming issues.

Other duties as assigned.

**Education and Experience**

Bachelor's degree from accredited 4-year university in Pre-law, Political Science, or Criminal Justice

Atleast three (3) years' of experience in a related field.

**License**

Must possess and maintain a valid Oklahoma Driver's license verified through a motor vehicle report. May be required to attend meetings and/or training away from work location which would require them to drive to the destination.



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L@V@fi

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L@P@T

Other qualifications

Must have the ability to maintain strict confidentiality and the ability and professionalism to logically deal with a range of diverse personalities.  
Strong oral and written communication skills.  
Excellent organizational and interpersonal skills.  
Proficient in Microsoft Word, Excel, and Power Point.  
Ability to build and maintain collaborative working relationships with staff and partners.  
Understands and follows all policies and procedures, emergency, and safety protocols.

**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 [mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://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 the 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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date