



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'E@G.A

Jeff Wacoche
ASSISTANT CHIEF
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Joyce Hawk
SECRETARY
JA.ΩP@D.V

Sonja Gourd
TREASURER
DSW DS.Δ.Δ

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Cliff Wofford
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DELAWARE
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Frankie Still
FLINT
L@o@S@G.T

Willie Christie
GOINGSNAKE
T@L D@T

Peggy Girty
ILLINOIS
L@A.T

Charles Smoke
SALINE
A.S@D.V

Junior L. Catron
SEQUOYAH
L.V@f

Terry Kingfisher
TAHLEQUAH
L.P.T

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: Office Clerk

Department: Housing

Reports to: Housing Director, Assistant Director

Pay: \$10.00

Status: Part-time, Temporary, Non-exempt

JOB SUMMARY: The Office Clerk will competently perform various administrative and clerical tasks to support our office. Will undertake a variety of activities in the office ranging from filing and answering phones to basic intake of applications. Must be able to work diligently to help maintain smooth officer operations. Must be reliable and hardworking with great communication skills. Must be familiar with office equipment and procedures.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Treats as confidential all information about clients or former clients and their families learned during the performance of duties.

Maintains files and records so they remain updated and easily accessible

Answers the phone to take messages or redirect calls to appropriate colleagues.

Utilizes office equipment such as copiers, printers, etc.

Performs other office duties as assigned.

REQUIREMENTS:

Proven experience as office clerk or other clerical position.

Familiarity with office procedures.

Working knowledge of office devices and processes.

Excellent communication skills.

Patient, helpful, and interested in the welfare of clients, guests, and staff.

Very good organizational skills and multi-tasking abilities.

EDUCATION AND EXPERIENCE:

High school diploma or GED required.

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 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



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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.

Applicant Signature

Date