



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

Jeff Wacoche  
CHIEF  
ŌEŌGŪ

Amos Ketcher  
ASSISTANT CHIEF  
WŪŪ SVS ŌEŌGŪ

Caleb Grimmatt  
SECRETARY  
JAŌŪŪŪŪ

Sonja Gourd  
TREASURER  
DSW DŪŪŪ

Vacant  
CANADIAN  
DhJf DŪf

Cliff Wofford  
COOWEESCOOWEE  
JŌŌJŌ

Tishaleta Gueverra  
DELAWARE  
DEŌŪ

Frankie Still  
FLINT  
ŪŌŌŪŪŪ

Willie Christie  
GOINGSNAKE  
TŌŪ DŌT

Janelle Adair  
ILLINOIS  
ŪŪAT

Charles Smoke  
SALINE  
ASŌŪ

Donald Adair  
SEQUOYAH  
ŪŪŪ

Sammy Allen  
TAHLEQUAH  
ŪŪT

### Internal/External Announcement

Opening Date: 2/28/2025

Closing Date: 3/7/2025

Applications can be obtained and then submitted using the information listed above or by email:

[m Downing@ukb-nsn.gov](mailto:m Downing@ukb-nsn.gov)

Job Title: Office Clerk

Department: Accounting

Location: UKB Tribal Complex – Tahlequah

Reports To: Comptroller

Status: Temporary Part-Time, Non-Exempt

Pay: 12/HR

**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 office 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 phones to take messages or redirect calls to appropriate colleagues.

Utilizes office equipment such as copiers, printers, fax machines, etc.

Other duties as assigned.

### EDUCATION AND EXPERIENCE:

High School diploma or General Education degree (GED).

### 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 skills.

### 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



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[m Downing@ukb-nsn.gov](mailto:m Downing@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 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