



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

COUNCIL

Joe Bunch
CHIEF
O'E@G.ā

Jeff Wacoche
ASSISTANT CHIEF
W'P.Ń SV\$ O'E@G.ā

Joyce Hawk
SECRETARY
JA.ā9P.āY

Sonja Gourd
TREASURER
DSW D\$J.ā

Vacant
CANADIAN
DhJf D.J.āf

Cliff Wofford
COOWEESCOOWEE
JQ.āDJQ

Vacant
DELAWARE
DEO.ā

Frankie Still
FLINT
ĤQ.āD\$GT

Willie Christie
GOINGSNAKE
TŃĤ DŃT

Peggy Girty
ILLINOIS
ĤQ.āT

Charles Smoke
SALINE
AS.āY

Junior L. Catron
SEQUOYAH
ĤV.āf

Terry Kingfisher
TAHLEQUAH
ĤP.T

INTERNAL/EXTERNAL ANNOUNCEMENT

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

mdowning@ukb-nsn.gov

Opening Date: 1/3/2025

Closing Date: 1/10/2025

Position: Special Assistant to the Chief/Executive Administrative Assistant

Department: Administration

Reports to: Administrative Officers

Pay: \$15/Hr

Status: Full-Time, Non-Exempt

Job Summary: Possess the qualifications to fulfill a variety of duties including but not limited to:

- Supports the Administrative Officers in the Administrative Office,
- Composes/prepares confidential and complex correspondence, research, reports, and other documents.
- Manages the Officers calendars and schedules appointments.
- Screens incoming calls/correspondence and responds independently when possible.
- Prepares memorandums to employees and monitors compliance.
- Arranges programs, events, conferences, issues information, invitations, coordinates speakers, and works within an approved budget.
- Prepares meeting materials, assists with legal documents and government agencies.
- Creates and maintains database and spreadsheet files.
- Arranges complex and detailed travel plans and itineraries, complex document for travel-related meetings and accompanies Officers when needed.

Requirements and Qualifications:

Associate's degree or equivalent from a two-year college or technical school; plus three-years related experience in an Executive Administrative Assistant capacity.

Proficient in Microsoft Office and have experience working on the internet.

Ability to multitask, prioritize, and manage time efficiently.

Excellent verbal and written communication skills.

Comfortable in a diverse and fast-paced environment.

Goal-oriented, organized team player.

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 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



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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 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