

Federally Recognized

October 3, 1950

COUNCIL

Joe Bunch

CHIEF

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Jeff Wacoche

ASSISTANT CHIEF

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Joyce Hawk

SECRETARY

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Sonja Gourd

TREASURER

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Eddie Sacks

CANADIAN

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Cliff Wofford

COOWEESCOOWEE

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Caleb Grimmett

DELAWARE

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Frankie Still

FLINT

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Willie Christie

GOINGSNAKE

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Peggy Girty

ILLINOIS

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Charles Smoke

SALINE

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Junior L. Catron

SEQUOYAH

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Alvin Hicks

TAHLEQUAH

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**External Announcement:**

Applications can be obtained and submitted using the information listed above or by email: sthompson@ukb-nsn.gov

**Opening Date:** 8/15/2022

**Closing Date**: Until Filled

**Position:** Office Assistant

**Department:** Enrollment

**Reports to:** Tribal Administrator

**Pay:** $11/HR

**Status:** Part-time as needed, Non-Exempt

**JOB SUMMARY**: The office assistant will be responsible for general clerical duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

* Greeting members
* Filing, copying, sorting, faxing
* Answering the phone
* Other duties as assigned

**EDUCATION AND/OR EXPERIENCE:**

* Must be at least 18 years of age
* Must have a high school diploma or GED
* Must have a valid Driver License

**SUPERVISORY RESPONSIBILITIES**: None

**UKB and Tribal Preference applies.**