WICHITA AND AFFILIATED TRIBES
WICHITA TAX COMMISSION
JOB ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT

Opening Date: August 11, 2026
Closing Date: Open Until Filled
Location: Tribal Complex – Multi-Purpose Building
Supervisor: Tax Administrator

The Wichita Tax Commission is accepting applications for the position of Administrative Assistant. This position performs a variety of administrative and clerical duties and provides support to the Tax Commission Staff and Commissioners.

PRIMARY DUTIES

Responsibilities include, but are not limited to:

- Serve as the primary front-office contact for the Wichita Tax Commission.
- Provide clerical, reception, and administrative support to Tax Commission staff and Commissioners.
- Greet and assist Tribal members, visitors, vendors, and members of the public.
- Provide general information regarding Tax Commission services, forms, applications, and Tribal Tag Office requirements.
- Prepare meeting notices, agendas, meeting packets, correspondence, and supporting documentation for Tax Commission meetings.
- Prepare and maintain correspondence, records, reports, files, invoices, and supporting financial documentation.
- Assist with Tribal Tag Office transactions, including registrations, renewals, titles, transfers, and duplicate titles.
- Review required documentation and assist with calculating applicable Tag Office fees.
- Monitor Tax Commission and Tribal Tag Office email accounts and respond to routine inquiries.
- Receive, log, distribute, and maintain incoming and outgoing mail and correspondence.
- Maintain office files, supplies, equipment, and agency documentation in an organized manner.
- Perform routine Tax Commission errands, including bank deposits and the delivery or pickup of mail, documents, and supplies.
- Maintain confidentiality and professionalism in all Tax Commission operations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED required.

- Minimum of two (2) years of administrative, clerical, customer service, or related office experience.
- Strong oral and written communication skills.
- Strong organizational skills with attention to accuracy and detail.
- Ability to provide professional customer service and manage multiple tasks and priorities.
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Word, Excel, Outlook, and other standard office applications.
- Basic math, typing, computer, and database skills.
- Ability to maintain confidentiality.
- Valid Oklahoma Driver's License and ability to be insured under the Wichita Tax Commission's vehicle insurance policy.
- Dependable transportation.
- Must successfully pass a background check and drug screening.

SPECIAL REQUIREMENTS

- Must sign a Confidentiality Agreement.
- Must qualify to become a Notary Public.
- Direct Deposit is required.
- Wichita Tribal Member and Native American Preference applies.

HOW TO APPLY

The full position description can be found on the Wichita and Affiliated Tribes website by selecting **About → Careers**.

The Wichita Tax Commission Employment Application and Application for Employment Checklist can also be found on the Wichita Tax Commission page of the Tribe's website.

Applications may also be picked up in person at the Wichita Tax Commission office.

Completed applications, along with any required supporting documentation, may be submitted in person or by email to:

Wichita Tax Commission
Tribal Complex- Multi-Purpose Building
1 ¼ Mile North on HWY 281
Anadarko, OK 73005

Verna Wetselline, Tax Administrator verna.wetselline@wichitatribe.com

or

Leah Kaulaity, Administrative Assistant leah.kaulaity@wichitatribe.com