



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 02/01/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: RECORDS MANAGEMENT SPECIALIST			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Records Management Specialist is responsible for maintaining records. The Records Management Specialist must possess an understanding of computer operations. The Records Management Specialist will scan documents into Laserfiche and maintain an inventory of equipment for all CDC's and Child Care Administration, update and create operational forms, ensure operational capability of office machines. The Records Management Specialist will maintain a system for internal control of equipment purchased and scanned records.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Ability to Multi-task, prioritize activities and work load 2. Prepare letters and reports 3. Create and update forms 4. Establishes and maintains office files 5. Shall ensure all assets are maintained, tagged and recorded 6. Shall assist the Assistant Director/Budget Manager with planning and disposing of surplus equipment 7. Shall conduct periodic inventory of CDC's and Child Care Office 8. Maintain confidentiality of all Child Care clients and personnel 9. Assist other Child Care Departments as needed and be able to work with minimal supervision 10. Must perform any and all other duties as assigned 11. Safely operates a Tribal vehicle and complies with regulations governing vehicle use 12. Must be able to lift 50 lbs. plus
Minimum Requirements:	High School Diploma or GED, with office experience. Computer knowledge in Windows, Microsoft Office, Laserfiche and etc.
Preferred Requirements:	Associates Degree in Office Administration or Business. Four years' experience in an office position.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Three years of related work experience within a tribal government.



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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.