



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 02/09/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: IT TECHNICIAN			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: DISTRICT COURT	Location: Okmulgee	Location Code: 22	FT/PT 1-Full Time

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

General Summary:	I.T. Technician ensures the Court's digital, computer and network systems give excellent performance. The I.T. Technician performs installations, maintenance, service and repair work on any computer related equipment that supports the court; laptops, desktops, communications equipment VOIP phones, tablets/I PADS, I Phone's, Android's, printers, local area network, wide area network, computer related peripheral or software for end users. The position may occasionally require after hours support. Ability to set up, support and troubleshoot digital virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities for the Court such as Zoom, Blue Jeans, Microsoft Teams, etc. Must be able to understand Court functions and confidentiality required of all Court personnel.
Principal Duties and Responsibilities:	Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring, evaluating and maintaining computer systems and network performance. Maintain hardware and software documentation, install dates, end-of-life dates, hardware warranties. Providing technical support. Setting up hardware/MOM (Mobile Device Management) for Court and staff. Repairing and replacing equipment as necessary. Training staff members. Such other Court functions as may occasionally be assigned.
Minimum Requirements:	Associates in Computer Science and 5 years of experience with computer hardware / software maintenance, proven experience as computer and/or network technician, problem solving skills and analytical skills, good communication skills, hands on experience with common software and hardware, CCNA qualifications are strongly preferred.
Preferred Requirements:	Bachelor's Degree with five years information technology experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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

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.