



**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<br>03/11/2021                                    | Employee Requisition Number<br><b>ER-21133</b> | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>ASSISTANT ATTORNEY GENERAL/PROSECUTOR</b> |  |                             |                         |
| Pay Grade<br>SG 16  | Salary Range<br>\$64,854-84,593                | Classification<br>Full Time |                         |
| Department:<br>ATTORNEY GENERAL                                 | Location:<br>Okmulgee                          | Location Code:<br>80        | FT/PT<br>1-Full<br>Time |

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

|   |   |
|---|---|
| General Summary:                              | Assistant Attorney General/Prosecutor is directly responsible to the Attorney General and will assist in carrying out any ruction, duty or responsibility delegated to them. The Assistant AG/Prosecutor will assist in the prosecution of criminal, juvenile and elder cases and matters on behalf of the Muscogee (Creek) Nation. The Assistant AG/Prosecutor will provide legal advice and counsel to various departments and agencies of the Muscogee (Creek) Nation. |
| Principal Duties and Responsibilities:        | Same as above   |
| Minimum Requirements:                         | Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian Law. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.   |
| Preferred Requirements:                       | Same as above   |
| Valid Oklahoma Driver's License required?     | Yes   |
| Please list any additional licenses required: | Must be licensed to practice law in any state and be in good standing with that jurisdiction. Must be willing to become licensed to practice law in Oklahoma. Must be a member of the Muscogee (Creek) Nation Bar Association in good standing or be eligible to become a member.   |

**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.



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- 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.