



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 03/12/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: INVESTIGATOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: CHILD SUPPORT ENFORCEMENT	Location: Okmulgee	Location Code: 81	FT/PT 1-Full Time

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

General Summary:	The Child Support Investigator reports directly to the Director/Managing Attorney. He/she conducts investigations relating to the establishment and enforcement of child support, is responsible for the personal service of legal notice of court actions to parties involved in child support cases, and aids in the location of parties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Conducts office and field investigations into the location and/or financial lifestyle of custodial parents; pursues the location of non-custodial parents and their potential assets using a variety of methods, including accessing computer databases, public records, credit bureaus, and banking records; and evaluates the potential of success for both seizure and sale of noncustodial parents' assets to meet child support obligations; 2. Conducts telephone and in-person interviews with custodial and non-custodial parents, current employers, relatives, acquaintances, and other witnesses to ascertain and verify information concerning support obligations; analyzes information gathered; prepares reports; and makes recommendations for action to child support staff; 3. Serves civil papers and subpoenas in connection with child support cases; prepares affidavits related to service of civil papers; reports critical information to and coordinates investigations with child support staff, attorneys, and law enforcement officers; and testifies in court regarding actions taken to locate persons for service or regarding their child support obligations; 4. Picks up and transports individuals to and from court and county jails; 5. Assists the Coordinator of the Tribal Alternative to Incarceration Program. 6. Works closely with legal assistants, attorneys, law enforcement agencies, and court staff to obtain, monitor, and process bench warrants;



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	7. Attends court proceeding to assist legal staff as needed.
Minimum Requirements:	Must be at least 21 years of age, have peace officer CLEET or BIA (FLETC) certification, and a valid Driver's License. Must have an Associate's Degree in Criminal Justice, Business Administration, Police Science, Economics or related field. Will be required to attend 40 hours of in-service law enforcement training annually and acquire an active commission with the Muscogee (Creek) Nation Lighthorse.
Preferred Requirements:	Experience in tribal law enforcement, two years investigative experience, and experience with a IV-D child support enforcement agency.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Peace officer CLEET or BIA certification, and an active commission with Muscogee (Creek) Nation Lighthorse.

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.



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

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.