



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

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|---|---------------------------------|--------------------------|-------------------------|
| Submitted Date 03/29/2021 | Employee Requisition Number | JOB OPPORTUNITY | |
| Title/Position: LEGAL ASSISTANT | | | |
| Pay Grade HG 12 | Salary Range \$40,372-52,728 | Classification Hourly | |
| Department: CHILD SUPPORT ENFORCEMENT | Location: Okmulgee | Location Code: 81 | FT/PT 1-Full Time |

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

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| General Summary: | The Legal Assistant will work with the child support attorney and other staff to ensure the collection of child support. The Legal Assistant shall prepare court orders for paternity establishment, enforcement and modifications of existing orders prior to any court action, prepare court dockets, and file court documents. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Create, prepare, and file court documents for legal proceedings; 2. Conduct legal research as required; 3. Assistant in the location of non-custodial and custodial parents; 4. Monitor all court dockets, maintain and synchronize the departmental calendar with the court calendar and keep all staff informed of upcoming court dates; 5. Examine and appraise legal/other public records; 6. Update and maintain child support information on an access database case management system; 7. Determine child support obligations; 8. Verify income and employment information; 9. Utilize general office equipment such as a computer, printer, calculator, adding machine; 10. Monitor on-going assigned cases; 11. Perform DNA tests as assigned; 12. Participate in selected training programs; |



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| | 13. Respond to incoming telephone calls and child support inquires as needed; |
| Minimum Requirements: | High school diploma or equivalent with vocational or technical school training as a paralegal with a minimum of 4-5 years experience as a paralegal, legal assistant, or in an administrative assistant position involving legal or court experience. Must have transportation. |
| Preferred Requirements: | Experience with child support enforcement IV-D agency. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | |

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



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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.