



**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 04/30/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DEPUTY COURT CLERK</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	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:	The Deputy Court Clerk I is a professional position with the administrative office of the Muscogee (Creek) Nation District Court under the general supervision of the District Court Clerk. The position provides administrative support to the District Court by performing a host of court related duties including but not limited to processing and filing of new cases, FullCourt Enterprise case management, updating case files, answering telephones and providing court related customer service to the general public.
Principal Duties and Responsibilities:	The Deputy Court Clerk I position is an entry level position and shall be responsible for a host of administrative tasks including but not limited to the following: Answering telephones, filing of new cases and filing miscellaneous legal pleadings; Providing customer service to the general public as it relates to the District Court; Updating case files on a daily basis; Updating the FullCourt Enterprise Case Management System to ensure quick assess when inquiries are made into a case; Documenting incoming and outgoing mail as well as all Court related correspondence; Working with the District Court Clerk to ensure proper scheduling of dockets; Performing all related Deputy Court Clerk duties not clearly defined herein including the collection of court costs and fines, file stamping of all applicable court documents, completion of court dockets, filing, and scheduling; Providing assistance as a public notary; Performing any duty not clearly defined herein but one that may be mandated by the District Court Clerk.
Minimum Requirements:	The Deputy Court Clerk I position requires an Associate's Degree in criminal justice, legal studies, or related field with a minimum of two years administrative experience or an equivalent combination thereof. The position requires the ability to multi-task and to work independently in a high stress environment with little instruction or oversight. Potential candidate must possess excellent communication skills with an ability to speak and write in a professional manner. Knowledge and experience with Microsoft Office and other miscellaneous software programs is a necessity. The position requires an ability to work in a team environment with a capacity to compromise to achieve organizational goals. Must be



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	able to pass a background check and drug screening.
Preferred Requirements:	College Degree in Legal Studies and at least two years court related experience.
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  
 Risk of electrical shock       Vibration       Loud Noise

**Disclaimer:**



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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.