



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 06/28/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: TRIBAL ADMINISTRATOR	Location: Okmulgee	Location Code: 50	FT/PT 1-Full Time

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

General Summary:	<p>Under the administrative direction of the Tribal Administrator, the Administrative Assistant provides administrative and office support to the Tribal Administration in coordination with the Tribal Administrator and other office staff. Including, however not limited to, the performance of general office duties, the development and maintenance of a filing system, and the provision of miscellaneous support functions. The Administrative Assistant provides assistance to the Tribal Administrator in administering and complying with tribal policies/procedures and is responsible for exercising mature judgement and initiative in carrying out principal duties and responsibilities. And will carry out all additional duties as assigned by the Tribal Administrator considered in the best interest of the Nation.</p>
Principal Duties and Responsibilities:	<p>The provision of the following administrative and office support functions, including; however, not limited to:</p> <p>Manages Tribal Administrators calendar and schedules appointments as needed and necessary.</p> <p>Receives incoming calls, emails, text messages, and correspondence. Responds appropriately and notifies Tribal Administrator of all communication.</p> <p>Transcribes correspondence for the Tribal Administrator. All items of communication should be proofread before sending. A personal computer will be provided and at home, after hour use is expected when necessary.</p> <p>Process purchase requisitions, mileage vouchers, travel request, reimbursement vouchers and other request forms for the Tribal Administrator. Receive and process request forms from Cabinet, Managers and others. Responsible for ordering supplies and receiving supplies and resource materials.</p> <p>Monitor Office Equipment such as copier, fax machine, projectors, etc.</p>



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	Determines necessity for, sets up and maintains a variety of control files and records as required. Complies with office filing system and file index. Creates and maintains database and spreadsheet files.
Minimum Requirements:	Experience in related work or Associates Degree. Individual should have knowledge of Microsoft Excel, Microsoft Word, and Laserfiche.
Preferred Requirements:	Knowledge of office principles and practices. Good command of English language, Excellent interpersonal skills, discretion, judgment, organization ability and initiative.
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:



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- | | | |
|--|---|---|
| <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.