



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 11/05/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: CRIMINAL INVESTIGATOR			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: LIGHTHORSE	Location: Okmulgee	Location Code: 30	FT/PT 1-Full Time

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

General Summary:	The incumbent serves as Criminal Investigator of the Muscogee Nation and has the responsibility of investigation suspected or alleged crimes within the Political and territorial jurisdiction of the Muscogee Nation.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Investigating alleged or suspected criminal, violations of Federal, Tribal or State Laws and determines if evidence is sufficient for prosecution. 2. Processing crime scenes by taking photos and collecting physical evidence, and interviewing witnesses and interrogating suspects. 3. Working closely with Tribal, State and Federal Law Enforcement Agencies. 4. Working closely with Deputy Chief of Operations to coordinate the work of the Police Officers during special assignments 5. Coordinating Special Operations including, but not limited to, drug interdictions and under cover assignments that pertain to the Muscogee Nation. 6. Presenting cases to the proper courts of jurisdiction including Tribal, Feral and State courts. 7. Obtaining and executing search warrants. 8. Participate in Multi-Jurisdictional Task Forces, including but not limited to, Narcotics and Child Abuse. 9. Carries firearms and makes arrests. 10. Provide technical assistance to Police Officers when requested. 11. Assists officer by performing the complete range of police duties recognized as requiring fully developed police knowledge and skills 12. Assist Narcotics Officer and Deputy Chief of Operation in Narcotics Operations.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Experience that involves following written rules, or regulations; dealing with co-workers or members of the public in providing a service of responding to inquiries, and awaiting reports, correspondence or keeping logs or records in providing or maintaining factual data 2. Three years specialized experience in conducting investigations when the collection of evidence involves developing and following leads,



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	<p>taking statements obtaining and corroboration documents or physical evidence, and analyzing facts to identify suspects and collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to trial.</p> <p>3. Must have completed Indian Police Academy/Federal Law Enforcement Training or be CLEET (Council on Law Enforcement Education and Training) certified or have obtained basic police officer certification prior to employment.</p>
Preferred Requirements:	<p>1. Preferred but not required: successful completion of a full four year course of study required for a B.S degree in Police Science or a comparable degree program for an accredited school above the high school level with one year specialized experience; or two years of successfully completed study at an accredited school above the high school level which included at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law or similar subjects closely related police or guard work must have been included in the substituted education with two years specialized experienced.</p>
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.



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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.