



**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 12/01/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MORTGAGE AND DOWN PAYMENT SPECIALIST</b>			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: MORTGAGE PROGRAMS	Location: Okmulgee	Location Code: 803	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Admissions Manager, the Mortgage Down Payment Specialist shall provide counseling and information to participants in the Mortgage Down Payment and Closing Cost Program.
Principal Duties and Responsibilities:	Review and process applications for the Mortgage Down Payment and Closing Cost Program. Shall perform initial interviews, homebuyer education classes and counsel clients to obligations, policies and procedures of the MAP program. Responsible for securing appropriate applicant documentation for credit checks. Review all documents pertaining to the MAP Program (contracts, loan documents, settlement statements, closing documents, etc.) Address complaints/problems in regards to applicant's application. Work in close communication with the appropriate financial institutions and lenders. Maintain home buyers certificate and participant files. Ensure the MAP Program is in compliance with policy and procedures enacted by the National Council of the Muscogee Nation and all federally imposed guidelines of the Native American Housing Assistance and Self Determination Act (NAHASDA) and the Department of Housing and Urban Development (HUD).
Minimum Requirements:	Associate degree, with 1 - 3 years of related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Associate degree with 3 - 4 years of 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.



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- 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:

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