



**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 12/07/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>OFFICE ASSISTANT</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Oklahoma City	Location Code: 94	FT/PT 1-Full Time

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

General Summary:	The office assistant is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.
Principal Duties and Responsibilities:	<p>Recordkeeping: Responsible for maintaining office filing and recordkeeping systems; enters, edits, and retrieves data; processes forms such as travel, expenditures, mail logs, purchase requisitions, and supply orders. Document and process MN departmental service request.</p> <p>Document Preparation: Produces letters, memos, spreadsheets, and agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; submits print request; prepares pamphlets, flyers, manuals, and handbooks; proofreads assignments for accuracy and completeness.</p> <p>Communication/Customer Services: Answers and routes telephone call; conveys information both orally and in writing; answer inquiries from the Muscogee Citizens. Direct clients to appropriate resources; acts as office receptionist greeting and directing visitors; schedules and coordinates meetings for supervisor; provides materials, and initiates request for information when required.</p> <p>Staff Support: Coordinates and prepares for meetings and special events by assisting with registrations, arranging for food and refreshments and necessary equipment; duplicates, sorts and distributes various documents; prepare mailings; maintains departmental calendars; coordinates and confirms conference room reservation schedules; sends, receives and distributes faxes and e-mails; sorts, distributes, and redirect mail, maintain inventory of office supplies and orders as necessary; operates standard office equipment. Any other duties as assigned by the Property Coordinator and/or Director.</p>
Minimum Requirements:	Education: High School diploma or GED equivalent. Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of this position.



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	Training and Experience: Any combination of training and/or experience which demonstrates ability to perform the duties as described; a typical qualifying background would include experience working in an office environment involving public contact.
Preferred Requirements:	Associates Degree in Business Administration
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



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#### **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.