



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 11/30/2021	Employee Requisition Number ER-22068	JOB OPPORTUNITY	
Title/Position: RECORDS CLERK/ASSISTANT			
Pay Grade SG 9	Salary Range \$28,308-36,940	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:	Under the supervision of the Lighthouse Chief, The Records Clerk will assist the Records Manager, the Chief of Police and other support staff with management of all law enforcement records. Shall assist in the design and implementation of all law enforcement records. Shall be responsible for all law enforcement records including filing, retrieval, and storage. Operate Computer or other data entry devices to prepare data processing input for monthly offenses and incident reports. Shall record and monitor case number for incident and report files. Compose and/or types correspondence. Shall assist in preparing of Monthly BIA reports and MCN Quarterly Reports. Shall assist with clerical duties when needed. Shall perform other related job duties as assigned.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Working knowledge of Micro-soft suite (Word, Excel, Powerpoint, Access, Outlook.) 2. Knowledge of grammar, spelling, punctuation, and format. 3. Working knowledge of records management 4. Shall perform other related job duties as assigned.
Minimum Requirements:	– High School diploma. Must be free of felony convictions or disqualifying criminal histories. Must have valid DL
Preferred Requirements:	12 hours of college working towards Associates
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.



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- 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:

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.