



**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	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>K-9 OFFICER</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	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:	<p>The incumbent serves as a K9-Officer of the Muscogee (Creek) Nation and has the responsibility of maintaining law and order within the political and territorial jurisdiction of the Muscogee Nation, regulating the use of and protecting all tribal lands, property and resources, including tribal trust lands under lease to Indians or non-Indians.</p> <p>Performs the complete range of police duties recognized as requiring fully developed police knowledge and skills.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Responding to call concerning felonies and misdemeanors, such as burglary, robbery, larceny, automobile theft, assault, rape and homicides.</li> <li>2. Investigates, apprehends, arrests and detains all persons charged with violations of the Muscogee (Creek) Nation Criminal Code and Major Crimes, as defined by 18 U.S.C. 1151, committed by Indian Person in Indian country, and any other codes of law that apply within the Muscogee (Creek) Nation.</li> <li>3. Responsible for providing technical assistance to other officers in the field on daily routine matters.</li> <li>4. Responsible for providing technical assistance to the administrations as needed.</li> <li>5. Maintain department schedules.</li> <li>6. Conduct monthly vehicle inspections.</li> <li>7. Ensuring that all reports are completed and turned in on time.</li> <li>8. Maintain uniformity within the department.</li> <li>9. Responsible for the action of their assigned dog at all times.</li> <li>10. Responsible for the proper care of their assigned dog at all times.</li> <li>11. Handlers and their assigned canine will respond to dispatch calls for service whether on or off duty.</li> <li>12. Handlers will actively participate in public demonstration as assigned by the Chief of Police and or Command Sgt. Major.</li> <li>13. The handler is expected to use his/her skills and those of his/her assigned canine to actively deter &amp; detect criminal activity.</li> <li>14. Maintain minimum state requirements for handler and canine.</li> </ol>



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Minimum Requirements:	Basic requirement for SG-11 position, have one year of general experience and one year of 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 to police or guard work must have been included in the substituted education. Must have completed Indian Police Academy/Federal Law Enforcement Training Center or attained basic police officer certification.
Preferred Requirements:	Equivalent to entry level SG-11 plus two years specialized experience OR 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. Must have completed Indian Police Academy/Federal Law Enforcement Training Center or attained basic police officer certification.
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:**



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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.