



**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 05/02/2022	Employee Requisition Number <b>ER-22246</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CRIMINAL INVESTIGATOR</b>			
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 (Creek) Nation and has the responsibility of investigating suspected or alleged crimes within the Political and territorial jurisdiction of the Muscogee Nation..
Principal Duties and Responsibilities:	<p>Investigating alleged or suspected criminal, violations of Federal, Tribal or State laws and determines if evidence is sufficient for prosecution.</p> <p>2) Processing crime scenes by taking photos and collecting physical evidence, interviewing witnesses and interrogating suspects.</p> <p>3) Working closely with Tribal, State and Federal Law Enforcement Agencies.</p> <p>4) Working closely with Deputy Chief of Operations to coordinate the work of the Police Officers during special assignments.</p> <p>5) Coordinating Special Operations including, but not limited to, drug inter - fictions and under cover assignments that pertain to the Muscogee (Creek) Nation.</p> <p>6) Presenting cases to the proper courts of jurisdiction including Tribal, Federal and State courts.</p> <p>7) Obtaining and executing search warrants.</p> <p>8) Participate in Multi-Jurisdictional Task Forces, including but not limited to, Narcotics and Child Abuse.</p> <p>9) Carries firearms and wakes arrests.</p> <p>10) Provides technical assistance to Police Officers when requested.</p> <p>11) Assists officers by performing the complete range of police; duties recognized as requiring fully developed police knowledge and skills.</p> <p>12) Assist Narcotics Officer and Deputy Chief of Operation in "Narcotics Operations</p>
Minimum Requirements:	Minimum Requirements: Experience that involves following written



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	<p>rules, or regulations; dealing</p> <p>with co-workers or members of the public in providing a service of responding to inquiries; and writing reports, correspondence or keeping logs or records in providing or maintaining factual data..</p> <p>2) Three years specialized experience in conducting investigations when the collection of evidence involves developing and following leads, taking statements, obtaining and corroborating 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 Centex, or be CLEET..Council(on Law Enforcement Education and Training) certified or have obtained basic police officer certification prior to employment.</p>
<p>Preferred Requirements:</p>	<p>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 to police or guard work must have been included in the substituted education with two years specialized experience.</p> <p>Yes</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

**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.

#### MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.