



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 05/10/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: OFFICE CLERK			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: DISTRICT COURT	Location: Okmulgee	Location Code: 22	FT/PT 1-Full Time

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

General Summary:	Under direction of the District Court Clerk, the Office Assistant shall perform general clerical duties for the MCN District Court. The Office clerk shall be responsible for maintaining office operations in a structured and professional manner daily. Hold confidentiality to the highest ethical standards. Other responsibilities may include, but not limited to, providing administrative and general office/clerical duties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Receives all incoming telephone calls, faxes etc. and directs to appropriate staff. 2. Greet clients coming to the MCN District Court and direct to appropriate staff. 3. Assist with preparing court dockets & file pleadings. 4. Assist with compiling and typing memorandums, letters, reports, etc. 5. Collects, logs and distributes all incoming mail to appropriate personnel. 6. Maintain files in an efficient and organized manner. 7. Maintain confidentiality of MCN District Court caseloads. 8. Attend trainings, workshops or other educational programs when required. 9. Perform other duties as assigned.
Minimum Requirements:	High School Diploma or GED and one (1) year experience of secretarial duties.
Preferred Requirements:	High School Diploma or GED and three (3) years experience of secretarial duties and worked in a multiple employee office setting.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.



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- 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

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:



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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.