



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 05/23/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MAIL SPECIALIST			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: GSA	Location: Okmulgee	Location Code: 52	FT/PT 1-Full Time

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

General Summary:	Under the direction of the GSA Supervisor, the GSA Mail specialist will be responsible for sorting and metering all outgoing mail for the main complex as well as routing all interoffice mail.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Must be able to lift 50Lbs or more. 2. Must have mail picked up from the U.S. Post Office by 10:00am each morning. 3. Must sign for and log in all incoming /outgoing mail. 4. Must sort and deliver all mail at the mailroom by 11:15am each morning. 5. Must have all outgoing mail picked up from the mailroom by 3:00PM each day. 6. Must have all mail to the U.S Post Office by 4:00 PM each day. 7. Maintain confidentiality. 8. Shall coordinate with other staff to ensure office/phone coverage through lunch hour and during their absence. 9. Shall sign for deliveries and from UPS, Fed Ex and freight liners. 10. General office procedures such as addressing vendors, employees, Tribal members and various inquires. 11. Ability to work in all types of weather. 12. Shall perform all other duties as assigned.
Minimum Requirements:	High School Diploma or GED. Must have computer knowledge, good customer service and people skills. Must be able to multitask.
Preferred Requirements:	Indian Preference. 1-3 year Experience in shipping, Receiving and Mail Distribution
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.