



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 06/08/2022	Employee Requisition Number ER-22296	JOB OPPORTUNITY	
Title/Position: OFFICE MANAGER			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: FAMILY VIOLENCE PREVENTION	Location: Okmulgee	Location Code: 900	FT/PT 1-Full Time

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

General Summary:	The Office Manager will engage in a variety of administrative and clerical activities in order to ensure effective management and support of the Family Violence Prevention Program. Management of daily operations, finances, maintaining budgets and on-going support to program staff are all critical aspects of this position.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Analyzes and organizes office operations and procedures, such as information management, filing systems, requisition of office supplies, and other clerical services, to maximize office productivity and efficiency. 2. Coordinates with IT 3. Assists in the preparation, maintenance and oversight of tribal and federal budgets that fund program staff, activities and services. 4. Prepares program activity, budgetary and other reports, as needed. 5. Identify opportunities for process and office management improvements and design and implement new systems. 6. Provides direct leadership to reception staff to support their roles and responsibilities within the program. 7. Assists program staff in the coordination of daily and special activities, projects and events. 8. Organizes and schedules meetings as needed. 9. Will ensure that offices and staff have the supplies and resources necessary to effectively serve victims of crime. 10. Will ensure the program maintains strict confidentiality in accordance with tribal code, program policy and procedure and federal grant guidelines. 11. Actively participate in on-going training and professional development to continue to enhance and increase advocacy and professional skills. 12. Will actively promote the program's mission and services throughout the reservation, State and nationally, to promote tribal sovereignty and advocate for systemic and societal change to reduce violent crime victimization. 13. Will assume additional responsibilities as may be reasonably



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	expected for this position.
Minimum Requirements:	Associate's degree (A.A.) or equivalent from technical school; or six months to one year related experience and or training; or equivalent combination of education and experience. Highly detailed and effective organizational skills are critical to this position. Experience developing and managing program budgets and financial requests/documents is highly desired as well as experience with Microsoft Word, Publisher and Excel.
Preferred Requirements:	Associates Degree in Office Administration, Business or Computer Science and three (3) years of successful experience in office management-type position.
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:

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:



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.