



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 06/15/2022	Employee Requisition Number ER-22307	JOB OPPORTUNITY	
Title/Position: TAX COMPLIANCE OFFICER			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: TAX COMMISSION	Location: Okmulgee	Location Code: 31	FT/PT

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

General Summary:	Under direction of the Tax Enforcement Director, the Compliance Officer is to perform all duties and responsibilities required to assist in the operation of the MCN Tax Commission, according to the laws of Title 36 in accordance with the Muscogee (Creek) Nation Code of laws. Job entails to serve as the main point of contact for the Tax Commission.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Provide customer service to all Tribal Citizens desiring to pay taxes, file an application with the Muscogee (Creek) Nation. 2. Review documentation provided by the Tribal Citizen for compliance with the MCN Code of laws Title 36 and provides guidance to clients regarding proper documentation and forms. 3. Review documentation provided by the Tribal Citizen to establish eligibility, compliance with MCN Code of laws title 36. 4. Process proper and accurate client information. 5. Maintain proper inventory of all items necessary for the operation of the Tax Commission office. 6. Process all applications and issue tax or registration information for both mail ins and walk ins. 7. Assist the Director with establishing and maintaining all files for businesses and citizens. 8. Communicate with outside agencies regarding all Tax Commission business and citizen Information, and promulgate tax rules, regulations and audits of tribally licensed businesses or smoke shops. 9. Collects all taxes due to MCN Tax Commission. 10. Reports on all completed field work assigned by the



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	Director/Deputy or Commissioner. 11. Must handle sensitive and confidential information. 12. Prepare and scan documents for backup. 13. In absence of Director, will be acting supervisor. 14. Assist with all tobacco tax, tribal tax, commercial, motor fuel tax, oil & gas tax, alcohol tax codes, along with any additional tax codes reserved for future development. 15. Perform other duties as assigned.
Minimum Requirements:	High School Graduate. Experience in customer service. Good computer and communication skills.
Preferred Requirements:	Associates Degree or High School Graduate with one-year specialized experience in customer service, or administrative field. Knowledge of Title 36 MCN Code of Laws. A basic understanding of the Muscogee (Creek) Language is preferred but not necessary.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must be Bondable and able to receive a Notary certificate from the State of Oklahoma.

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.



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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.