



**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 06/20/2022	Employee Requisition Number ER-22315	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ATTORNEY</b>			
Pay Grade SG 15	Salary Range \$57,616-75,171	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 Attorney will be responsible for providing comprehensive civil legal assistance to victims/survivors of violent crime to address matters that arise as a direct result of the individual's victimization. Services will include assistance with the pursuit of protective orders and other civil legal remedies designed to increase victim/survivor safety. Assistance with a wide range of other legal issues including family law matters, housing and victim rights will also be critical areas of services. There is potential to office a portion of time at office location other than Okmulgee.
Principal Duties and Responsibilities:	<p>Will ensure that safety of victims/survivors and program staff remain the primary focus of all program activities and services.</p> <ol style="list-style-type: none"> <li>2. Assist with the development and implementation of comprehensive, trauma-informed and survivor-centered legal services to support the needs of victims/survivors of crime.</li> <li>3. Will interact with victims/survivors of violent crime in a culturally-responsive and trauma-informed manner while respecting each individual's right to self-determination;</li> <li>4. Will work in partnership with victims/survivors to assess, identify and appropriately respond to immediate legal and safety needs that are result of violent crime victimization.</li> <li>5. Will work in partnership with program staff to develop comprehensive approach to serving each individual to increase their safety and identified needs.</li> <li>6. Assist with the development and implementation of program policies and procedures in accordance with grant and/or tribal personnel/government requirements to ensure delivery of competent, victim/survivor-centered services.</li> <li>7. Will support advocacy and program staff by providing in-house training regarding tribal, federal, state laws and a variety of legal matters.</li> <li>8. Will ensure the program maintains strict confidentiality in accordance with tribal code, program policy/procedure and federal grant guidelines.</li> <li>9. Actively participate in on-going training and professional development to continue to enhance and increase professional skills in serving victims of crime.</li> </ol>



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	<p>10. Will seek to build and strengthen partnerships within and outside of the Nation to ensure the development of coordinated responses to increase victim safety and offender accountability.</p> <p>11. 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.</p> <p>12. Will be knowledgeable of tribal, federal, state laws and policies that impact crime victim/survivors.</p> <p>13. Will assume additional responsibilities as may be reasonably expected for this position.</p>
Minimum Requirements:	Must possess a Juris Doctorate Degree from an ABA accredited law school and be a member, in good standing, of both the Muscogee Nation Bar Association and Oklahoma State Bar Association. Must demonstrate a commitment to working with Native and non-Native victims/survivors of crime. The ideal candidate will have advanced knowledge of the dynamics of domestic, sexual violence and other forms of victimization as well as the significant impacts of victimization to the lives of victims/survivors.
Preferred Requirements:	Specialized knowledge and expertise working with victims/survivors of crime and in representing clients in family law matters and enforcement of victim's rights.
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.



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**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.