



**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 06/23/2022	Employee Requisition Number ER-22334	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>RECEPTIONIST</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: SECRETARY OF COMMUNITY & HUMAN SERVICES	Location: Okmulgee	Location Code: 90	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Community and Human Services, the Receptionist will answer incoming calls, provide information to callers, relieve office of clerical duties as needed, and provide minor administrative business detail by performing the following duties.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Greet and direct citizens to the proper program or person.</li> <li>2. Log incoming and outgoing calls.</li> <li>3. Process incoming and outgoing mail and correspondence.</li> <li>4. Compose and type routine correspondence independently as needed.</li> <li>5. Maintain an organized and accurate file and computer system.</li> <li>6. File correspondence and other records as needed.</li> <li>7. Assist with the scheduling and maintaining of calendars if needed.</li> <li>8. Greet visitors and direct them to the appropriate area or person.</li> <li>9. Scan and make copies of correspondence or other printed materials.</li> <li>10. Prepare correspondence through email and fax.</li> <li>11. Maintain up-to date records for each program on the share drive.</li> <li>12. Track all Departmental Legislation and progress.</li> <li>13. Provide citizens support with Salesforce.</li> <li>14. Process purchase requisitions, mileage vouchers, travel requests, reimbursement vouchers, and other request forms as needed.</li> <li>15. Assist the Executive Secretary with the purchase of supplies and receiving supplies.</li> <li>16. Other duties as assigned.</li> </ol>
Minimum Requirements:	One-year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience.
Preferred Requirements:	Minimum 2 or more years' experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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#### 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:

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.



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**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.