



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 07/06/2022	Employee Requisition Number ER-22335	JOB OPPORTUNITY	
Title/Position: COURT ADMINISTRATOR			
Pay Grade MG 13	Salary Range \$104,020-135,740	Classification Management	
Department: DISTRICT COURT	Location: Okmulgee	Location Code: 22	FT/PT 1-Full Time

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

General Summary:	The Court Administrator is responsible for the administration of judicial support by providing leadership, planning, direction and supervision of the operations of the court. Under the direction and supervision of the judiciary, the Court Administrator coordinates and provides administrative support to the Judges and performs related work as required.
Principal Duties and Responsibilities:	The Court Administrator carries out executive and administrative duties including, but not limited to, case flow management, records management, fiscal management, grant management, statistical analysis and projections, public relations, and implements court policy adopted by the Judges.
Minimum Requirements:	<ul style="list-style-type: none"> • Five years of experience in office administration and management, including at least four years of responsible supervisory experience. • A Juris Doctorate degree or an advanced degree in business/public administration or a related degree. • A thorough knowledge of court systems and court management. • Other combinations of experience and education that meet the minimum requirements may be substituted at the discretion of the court.
Preferred Requirements:	<ul style="list-style-type: none"> • Five years of experience in office administration and management, including at least four years of responsible supervisory experience. • A Juris Doctorate degree or an advanced degree in business/public administration or a related degree. • A thorough knowledge of court systems and court management. • Other combinations of experience and education that meet the minimum requirements may be substituted at the discretion of the court.
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.