



**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 07/22/2022	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MORTGAGE AND DOWN PAYMENT SPECIALIST</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: ADMISSIONS	Location: Okmulgee	Location Code: 807	FT/PT 1-Full Time

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

General Summary:	Under the supervision of Admissions Manager, the Mortgage Down Payment Specialist shall provide counseling and information to participants in the Mortgage Down Payment and Closing Cost Program.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Review and process applications for the Mortgage Down Payment and Closing Cost Program.</li> <li>2. Shall perform initial interviews and counsel clients as to obligations, policies and procedures of the Mortgage Down Payment and Closing Cost Program.</li> <li>3. Responsible for ensuring Homebuyer Education is completed.</li> <li>4. Responsible for securing appropriate applicant documentation for credit checks.</li> <li>5. Review all documents pertaining to the Mortgage Down Payment and Closing Cost Program (Contracts, loan documents, settlement statements, closing documents, etc.)</li> <li>6. Provide information to the Loan Committee for review and consideration of approval.</li> <li>7. Address complaints/problems in regards to applicant's application.</li> <li>8. Work in close communication with the appropriate financial institutions and lenders.</li> <li>9. Maintain Homebuyers education certificate and participant files.</li> <li>10. Provide monthly/quarterly reports to Management.</li> <li>11. Maintain and track expenditures for the Program.</li> <li>12. Ensure the Program is in compliance with policy and procedures enacted by the National Council of the Muscogee (Creek) Nation and all federally imposed guidelines of the Native American Housing Assistance Self Determination Act (NAHASDA) and the Department of Housing and Urban Development (HUD).</li> <li>13. Other duties as assigned.</li> </ol>
Minimum Requirements:	Associate Degree, with 1 to 3 years of residential real estate knowledge and/or experience; or equivalent combination of education and experience.
Preferred Requirements:	Associate Degree with 3 to 4 years of residential real estate knowledge and/or experience



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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:

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:



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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.