



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 09/13/2022	Employee Requisition Number ER-22407	JOB OPPORTUNITY	
Title/Position: DEPUTY COURT CLERK			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
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:	District Court Clerk is a professional position with the administrative office of the Muscogee (Creek) Nation District Court under the general supervision of the Chief District Court Judge. The position provides administrative support to the District Court by performing a host of court related duties including but not limited to processing and filing of new cases, Full Court Enterprise case management, updating case files, and providing court related customer service to the public.
Principal Duties and Responsibilities:	Filing of new cases (Civil, Criminal, Family Domestic, etc.) and filing miscellaneous legal pleadings; Fielding incoming calls and providing customer service to the general public as it relates to the District Court; Updating case files on a daily basis; Updating the FullCourt Enterprise Case Management System to ensure quick assess when inquiries are made into a case; Documenting incoming & outgoing mail as well as all Court related correspondence; Working with the Chief District Court Judge to ensure proper scheduling of dockets; Performing all related duties not clearly defined herein including the collection of court costs and fines, file stamping of all applicable court documents; Providing assistance as a public notary; Performing any duty not clearly defined herein but one that may be mandated by the Chief District Court Judge.
Minimum Requirements:	High School Diploma or GED. Requires the ability to multi-task and to work independently in a high stress environment with little instruction or oversight. Must possess excellent communication skills with an ability to speak and write in a professional manner. Knowledge and experience with Microsoft Office and other miscellaneous software programs is a necessity. This position requires and ability to work in a team environment with a capacity to compromise to achieve organizational goals. Must be able to obtain a Notary Commission and must be bondable. Must be able to pass a background check and drug screening. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential information.
Preferred Requirements:	2-year college degree and eight (8) years experience of managing multiple employee office setting, advanced knowledge of secretarial duties. Ability to work in high stress environment and must be able to work with



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	confidential information.
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.



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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.