



**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<br>09/14/2022                      | Employee Requisition Number<br><b>ER-22421</b> | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>RECORDS CLERK/ASSISTANT</b> |  |                             |                         |
| Pay Grade<br>SG 10                                | Salary Range<br>\$31,865-41,579                | Classification<br>Full Time |                         |
| Department:<br>ATTORNEY GENERAL                   | Location:<br>Okmulgee                          | Location Code:<br>80        | FT/PT<br>1-Full<br>Time |

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

|   |  |
|---|--|
| General Summary:                              | The Records Clerk is under the direction of the Office Manager. The Records Clerk position requires the performance of general and legal office work in support of the duties and responsibilities of the Attorney General.  |
| Principal Duties and Responsibilities:        | <ol style="list-style-type: none"> <li>1. Organizing and indexing all legal reports and documents;</li> <li>2. Printing reports &amp; creating files for all misdemeanor &amp; criminal cases, opening &amp; closing files in the AG file lists;</li> <li>3. Maintaining office systems, such as research files, filing systems, establishment of brief bank, maintaining case statistical information for quarterly reports;</li> <li>4. Preparation of pleadings and correspondence under direction and supervision of the Attorney General and Assistant Attorney Generals;</li> <li>5. Scheduling appointments, hearings and maintenance of master court and administrative calendar;</li> <li>6. Serving as notary public and executing documents as required;</li> <li>7. Perform other duties as assigned.</li> </ol> |
| Minimum Requirements:                         | A minimum of two years secretarial work, High School Diploma or equivalent.<br>Should be dependable and personable, possess organizational skills and the ability to deal well with the public;  |
| Preferred Requirements:                       | Bachelor's Degree in a business related field from an accredited college or university.  |
| 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.