



**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 11/01/2022	Employee Requisition Number ER-23042	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>ASSISTANT ATTORNEY GENERAL/PROSECUTOR</b>			
Pay Grade SG 17	Salary Range \$72,987-95,201	Classification Full Time	
Department: ATTORNEY GENERAL	Location: Okmulgee	Location Code: 80	FT/PT 1-Full Time

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

General Summary:	The Assistant Attorney General Prosecutor reports directly to the Attorney General and will assist in carrying out any function, duty, or responsibility delegated to them. The Assistant Attorney General Prosecutor will assist in the prosecution of criminal, juvenile, elder, civil, or any other type of case or matter on behalf of the Muscogee (Creek) Nation, and may further be cross-trained to handle additional duties as well, if the need arises.
Principal Duties and Responsibilities:	The Assistant Attorney General Prosecutor may be involved in all stages of taking a case from inception to completion. This process includes, but is not limited to: reviewing new in-custody arrest reports, reviewing out-of-custody reports, being able to set adequate bond recommendations to ensure the defendant's appearance at court, being able to assess which charges are appropriate for filing in the Muscogee (Creek) Nation District Court, being able to speak reasonably with victims of crimes, as well as law enforcement officers, to help ensure smooth continuity of case progression, and being able to bring the case to a successful completion that helps provide accountability for the offender, justice for the victim, and both enhances and promotes the public safety and general welfare of the Muscogee (Creek) Nation. The successful applicant will have a passion for justice, as well as a "team-work" approach and mentality. Must be able to communicate both respectfully and effectively with outside agencies, and be adaptable to change, based on the needs of the Nation. Please note, this is not an exhaustive list, and may include any other duties as assigned by the Attorney General.
Minimum Requirements:	Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.
Preferred Requirements:	Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.
Valid Oklahoma Driver's License required?	Yes



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Please list any additional licenses required:	<p>Must be licensed to practice law in any state and must be in good standing with that jurisdiction.</p> <p>Must be willing to become licensed to practice law in Oklahoma.</p> <p>Must be a member of the Muscogee (Creek) Nation Bar Association in good standing or be eligible to become a member.</p>
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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:



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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:**

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.