



**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 11/16/2022	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>OFFICE COORDINATOR</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: CHILDREN FAMILY & SERVICES	Location: Okmulgee	Location Code: 93	FT/PT 1-Full Time

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

General Summary:	The Office Coordinator will perform reoutine clerical and organizational tasks, organize files, draft messages, schedule appointments, assist with the telephones and correspondence logs, and supports other staff. The Office Coordinator will work with the Director and Management staff, under the supervision of the CFSA Director.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Assist with answering the phones, mail, and front office duties.</li> <li>2. Pick up and deliver documents between departments.</li> <li>3. Assist with preparing and monitoring service of process.</li> <li>4. Coordinates activities of various clerical workers within the department.</li> <li>5. Reviews clerical records to ensure completeness, accuracy and rimeliness.</li> <li>6. Monitor registered and certified mailings.</li> <li>7. Assist in the verification of citizenship for any referrals received on adults and children.</li> <li>8. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records.</li> <li>9. Assist with planning of office layout and developing office budget to initiate cost reductions.</li> <li>10. Monitoring program budgets for any modifications.</li> <li>11. Maintain filing system.</li> <li>12. Schedule meetings, conferences and travel.</li> <li>13. Assist with information gathering for program reports.</li> <li>14. Work directly with the Director in overseeing the clerical staff, their duties and processes.</li> <li>15. Maintains contact with customers and outside vendors.</li> <li>16. Perform other duties as needed or upon request of the Director.</li> </ol>
Minimum Requirements:	Associates Degree in Business or other related field and two years of experience in clerical or general office support work; or a combination of educationand experience. Must have strong communication and computer skills and reliable transportation.
Preferred Requirements:	Bachelor's Degree in Business or social science related field. Knowledge of child welfare, spreadsheets and OSIS.
Valid Oklahoma Driver's License	Yes



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required?	
Please list any additional licenses required:	N/A

### 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.