



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 11/17/2022	Employee Requisition Number ER-23047	JOB OPPORTUNITY	
Title/Position: RIGHT OF WAY SPECIALIST			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: FEDERAL ROADS	Location: Okmulgee	Location Code: 205	FT/PT 1-Full Time

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

General Summary:	<p>General Summary: Under the direction of the Federal Roads Manager, the Rights-of-Way Specialist must have a good working knowledge of Five Tribes Realty functions to perform this job duty. The Rights-of-Way Specialist must have a good working knowledge of the Federal Code of Regulations. Experience in writing, reading, and platting legal descriptions is needed. Excellent computer skills and the ability to work in a team environment is important.</p>
Principal Duties and Responsibilities:	<p>Principal Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Processing Rights-of-Way applications for Fee, Individual Restricted and Trust land as well as Tribal Trust land. 2. Processing Service Line Agreement applications for Individual Restricted and Trust land as well as Tribal Trust land. 3. Processing Seismic Permit applications for Individual Restricted and Trust land as well as Tribal Trust land. 4. Processing Right-of-Entry applications for Individual Restricted and Trust land as well as Tribal Trust land. 5. Working directly with Federal Roads and other Tribal Entities in assisting with Tribal fee land Rights-of-Way and Service Line Agreements. 6. Negotiating compensation for Rights-of-Way, Damages, Seismic Permits and Trespass in the best interest of the Indian Landowner. 7. Working directly with Landowners on Trespass issues. 8. Maintaining a good working relationship with clients, as well as, Utility Companies, Oil & Gas Companies, etc. 9. Accessing and collecting application fees from companies.



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	<p>10. Assisting clients in all capacities.</p> <p>11. Maintaining Rights-of-Way and Service Line Agreement filing systems.</p> <p>12. Preparing and updating Title Status Reports.</p> <p>13. Restrictions Verifications as needed.</p> <p>14. Boundary Verifications as needed.</p> <p>15. Conducting Inter-Office Cross Trainings, Inter-Tribal Trainings and Community Outreach.</p> <p>16. Federal Background Check required</p> <p>17. Ability to read road construction plans and discuss with land owners.</p> <p>18. Other Duties as assigned.</p>
Minimum Requirements:	Minimum Requirements - Two (2) year's training and experience directly related to the line of work of the position which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Must be able to interact with the public with high degree of professionalism.
Preferred Requirements:	Associates Degree
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.



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- 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.

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.