



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 12/07/2022	Employee Requisition Number ER-23063	JOB OPPORTUNITY	
Title/Position: DV ANALYST, LHP			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: LIGHTHORSE	Location: Okmulgee	Location Code: 30	FT/PT 1-Full Time

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

General Summary:	DV Analyst to gather, analyze and report data for domestic violence, sexual assault, stalking, and dating violence calls for service and cases. The position will also work in conjunction with the MCN Office of the Attorney General to ensure the cases are provided to the Prosecutor's and the reporting numbers are accurate
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Perform tactical, strategic and administrative intelligence analysis and performance analysis • Produce detailed analytical reports for various divisions, individuals, external agencies • Analyze and report on data; offering opinions regarding criminal trends and activities • Gather local crime reports from all cross deputized agencies and analyze data • Create and maintain detailed computer databases • Maintain data integrity of the departments intelligence and performance data • Attend OVW TTA Mandatory Meetings • Prepare data for presentations to staff, MCN Family Violence Prevention Program and MCN District Court • Conduct and participate in a variety of training programs to increase job proficiency • Assume additional responsibilities as may be reasonably expected of a person in this position
Minimum Requirements:	<ul style="list-style-type: none"> • At least two years of work experience • Research, systems, or management experience in the field of criminal justice, with a preference for experience with Tribal, local, and state criminal justice systems
Preferred Requirements:	<ul style="list-style-type: none"> • A college degree (required) in a related field, such as criminal justice or business (preferred)
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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

--	--

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



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

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.