



SAFETY SENSITIVE POSITION

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 01/12/2023	Employee Requisition Number ER-23152	JOB OPPORTUNITY	
Title/Position: LAND RECORDS SPECIALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: HOUSING MANAGEMENT	Location: Okmulgee	Location Code: 805	FT/PT 1-Full Time

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

General Summary:	<p>Under the supervision of the Housing Management Manager, the Land Records Specialist will assist the Land Records Analyst with the resolution of land-related issues; assists in the preparation of curative documents for landowner, Housing and third parties. Communication with the MCN Attorney General's office, legal counsel, GIS department, landowners, county agencies, title companies and other third parties as needed. Disseminate information about the PILOT tax roll to upper management, program staff and other county agencies. Assist to organize and maintain the Department of Housing Land Records Retention room files/records. Knowledge of title examination and research to determine land ownership. Ability to prioritize and work on multiple tasks concurrently with minimal direction and supervision; ability to work collaboratively with other staff to complete assigned tasks; experience and knowledge of real estate principles. Emphasis placed on technical competency, independence in technical decision-making, and professionalism in resolving land or tax related issues or disputes.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Secures background information on real property such as warranty deeds, tax and ownership history; • On-site observation and inspection of lands to secure accurate legal descriptions required for the resolution of land-related issues/disputes; • Assists with reviews to analyzes land records and provide recommendations in area of specialty; • Provide information regarding future potential title problems, and any other documents that might impact the future use of property rights for the Department of Housing or Creek citizen/landowner; • Assists with the conveyance of Warranty Deeds; • Prepares and maintains reports regarding status of survey request,



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	<p>title research, landowner contacts and any other criteria as needed;</p> <ul style="list-style-type: none"> • Provides technical assistance to ensure timely resolution of land related issues/disputes; • Assists the Land Records Analyst to collaborate with other Housing staff, Realty personnel, program staff regarding land related issues/disputes; • Dissemination of complex or detailed information about the PILOT tax roll to upper management, program staff and other county agencies; • Data entry of parcel records and deed transfers; • Performs a variety of tasks related to the annual PILOT tax roll creation, maintenance, and dissemination of tax information; • Assists with the timely submission of the "Cooperation and Payment In Lieu of Tax Payment" (PILOT) Agreements with the nine (9) County Commissioners; • Responsible for responding to inquiries from in-house program staff, County Assessors, and County Treasurers on the method and practices involved in administering the annual PILOT and real estate tax roll; • Maintain appropriate records on the tax exempt status of houses under the MCN Housing Department; • Maintain land and tax records to ensure each file has the documentation necessary for internal and external audits; • Organizes, files, and maintains records related to the PILOT and real estate taxes; • Responsible for the preparation and submission of payment requests for the payment of the annual PILOT and real estate taxes; • Allocate and remit PILOT and real estate taxes to the appropriate County Treasurer' office before December 31; • Assist with the organization and maintenance of the Records Retention Room; • Other duties as assigned.
<p>Minimum Requirements:</p>	<p>Associate Degree in Business Management with 1 to 3 years of related experience or combination of education and experience.</p>
<p>Preferred Requirements:</p>	<p>Bachelor's Degree in Business Administration with 3 to 5 years of experience.</p>



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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.
- 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:

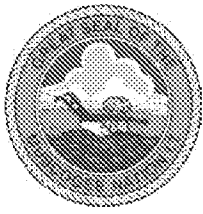
While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply
 Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION **(No failed drug test is tolerated).**



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- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

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:

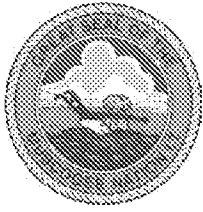
Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner 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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.



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