



**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 01/16/2023	Employee Requisition Number ER-23171	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>TAX COMPLIANCE OFFICER</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: TAX COMMISSION	Location: Okmulgee	Location Code: 31	FT/PT 1-Full Time

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

General Summary:	Under direction of the Tax Enforcement Director, the Compliance Officer is to perform all duties and responsibilities required to assist in the operation of the MCN Tax Commission, according to the laws of Title 36 in accordance with the Muscogee (Creek) Nation Code of laws. Job entails to serve as the main point of contact for the Tax Commission.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Provide customer service to all Tribal Citizens desiring to pay taxes or file an application for licensing.</li> <li>2. Review documentation provided by the Tribal Citizen for compliance with the MCN Code of laws Title 36 and provides guidance to clients regarding proper documentation and forms.</li> <li>3. Prepare the proper documents according to our licensing requirements and procedures.</li> <li>4. Process proper and accurate client information.</li> <li>5. Maintain proper inventory of all items necessary for the operation of the Tax Commission office.</li> <li>6. Process all licensing applications for both mail ins and walk ins.</li> <li>7. Answer incoming phone calls and provide information to Citizens regarding Tribal Taxation.</li> <li>8. Assist the Director with establishing and maintaining all files for businesses and citizens.</li> <li>9. Communicate with outside agencies regarding all Tax Commission business and citizen Information, and promulgate tax rules, regulations and audits of tribally licensed businesses or smoke shops.</li> </ol>



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	<p>10. Collects all taxes due to MCN Tax Commission.</p> <p>11. Will be required to travel to all smoke shops and MCN businesses that are licensed with the Tax Commission to check for compliance.</p> <p>12. Reports on all completed field work assigned by the Director/Deputy or Commissioner.</p> <p>13. Must handle sensitive and confidential information.</p> <p>14. Prepare and scan documents for backup.</p> <p>15. Assist with all tobacco tax, tribal tax, commercial, motor fuel tax, oil &amp; gas tax, alcohol tax codes, along with any additional tax codes reserved for future development.</p> <p>16. Perform other duties as assigned.</p>
Minimum Requirements:	High School Graduate. Experience in customer service. Good computer and communication skills.
Preferred Requirements:	Associates Degree or High School Graduate with one-year specialized experience in customer service, or administrative field. Knowledge of Title 36 MCN Code of Laws. A basic understanding of the Muscogee (Creek) Language is preferred but not necessary.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must be Bondable and able to receive a Notary certificate from the State of Oklahoma.

**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.



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**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).

- 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.



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#### **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.