



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 02/23/2023	Employee Requisition Number ER-23256	JOB OPPORTUNITY	
Title/Position: DIRECTOR			
Pay Grade MG 11	Salary Range \$82,139-107,140	Classification Management	
Department: CHILD SUPPORT ENFORCEMENT	Location: Okmulgee	Location Code: 81	FT/PT 1-Full Time

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

General Summary:	The Director will supervise and assist in all areas of program design and implementation for the Child Support Enforcement department. The Director will work in conjunction with the Muscogee (Creek) Nation District Court and will serve as a liaison with state, federal and tribal agencies.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Plans, organizes, directs, delegates and controls all ongoing programs within the Department of Child Support Services; 2. Represents the Department of Child Support Services at meetings, conferences, and various public events; 3. Serves on appropriate policy and decision making bodies, boards, committees, and planning teams on the local, tribe and state level to influence the establishment of programs to help improve the quality of life for Native American children and families; 4. Provides leadership in the development of policies and procedures related to Child Support Services program services; 5. Conducts periodic and special staff meetings with department staff, 6. Monitors and supervises reporting on fieldwork and all other Child Support Services programs / activities; 7. Oversees the coordination, planning, and maintenance of the Child Support Services budget; 8. Ensures that all office and staff activities are in compliance with tribal and federal child support laws, rules and regulations and agencies policies and directives; 9. Oversees and directs the preparation of all child support legal documents and filings for state and tribal courts;



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	10. Participates in the interview process and hires or effectively recommends hiring of staff, resolves personnel problems, complaints, and formal grievances at the first level; 11. Maintain all records of clients in a confidential manner; 12. Performs related work as required or assigned.
Minimum Requirements:	Must possess a Juris Doctorate, be familiar with tribal, state, and federal child support laws, regulations, and policies. Possess five years experience in the practice of law, preferably in the area of divorce, child support, or family law.
Preferred Requirements:	Experience with child support enforcement IV D- agency.
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:



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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.

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.



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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.