



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 04/21/2023	Employee Requisition Number ER-23346	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: Conservation Commission Board	Location: Okmulgee	Location Code: 225	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Conservationist, the Administrative Assistant will provide support to the MCN NRC staff and Commissioners. In addition to administrative duties, coordinates meeting and workshops and deals with a diverse group of landowners. Independent judgment is required to plan, prioritize and organize diversified workload.
Principal Duties and Responsibilities:	<p>Receive incoming phone calls and relay messages.</p> <p>Greets clients, answers questions and refers clients to the appropriate staff member for assistance.</p> <p>Assist clients wanting copies of aerial photos, basic information about district programs and activities.</p> <p>Receives and reviews district mail (print or email) and takes needed action or distributes to appropriate person for action.</p> <p>Compose and type routine correspondence as needed.</p> <p>Maintain all hard and electronic files.</p> <p>Maintain calendar of appointments for staff.</p> <p>Order and maintain supplies and coordinate equipment maintenance.</p> <p>Schedule and coordinate Zoom meetings as needed.</p> <p>Assist with preparation of reports.</p> <p>Responsible for maintaining a client database.</p> <p>Must be familiar with MCN accounting procedures, i.e. purchase orders, requisitions, authorization for payments and travel authorizations.</p> <p>May be needed to conduct research.</p> <p>Assist with monthly Commissioners meeting:</p> <p>Post agendas and minutes in appropriate locations.</p> <p>Prepare and distribute materials prior to the meetings.</p> <p>Take minutes at the meetings, prepare and distribute according to schedule. Keep the Commissioners informed of current activities and events.</p> <p>Coordinates outreach and education activities: Working with media, presenting programs, developing displays and newsletter, maintaining a website, writing news articles and maintaining photo and information files.</p> <p>Assist with special event (indoor and outdoor) sponsored or co-sponsored by the program.</p>



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	Be able to handle multiple tasks.
Minimum Requirements:	<p>Associates Degree in agriculture or business administration or a related field from a 1.1Vo-year College or technical school; or 1.1Vo-three years related experience and/or training; or equivalent combination of education and experience.</p> <p>Knowledgeable in Microsoft Word, Excel, Power Point, Adobe.</p> <p>Professional and must have excellent oral and written communication skills.</p>
Preferred Requirements:	Bachelor's Degree from an accredited college or university with a major coursework in agriculture or business administration or a related field preferred.
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



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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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.

MCN Policy Requirements:



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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.