



**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 05/18/2023	Employee Requisition Number <b>ER-23398</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>LENDING INFORMATION OFFICER</b>			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: SMALL BUSINESS LENDING	Location: Okmulgee	Location Code: 300A	FT/PT 1-Full Time

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

General Summary:	The purpose of this position is to provide loan processing support, and coordination of programs and reporting data related to the activities of Mvskoke Loan Fund, (MLF) as a Community Development Financial Institution (CDFI). This position will be a team member within MLF Loan Underwriting Unit.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Software import / export skills – Specifically need advanced skills in Microsoft Excel, Word, and familiarity with TEA-X or other lending software. Responsible for maintenance and use of TEA-X and the online application portal.</li> <li>• Task-master and detail oriented person with a spirit ready to help a mission based lender do innovative and impactful work with CDFI clients.</li> <li>• Will input timely and accurate information for Monthly Credit Reporting and assist the development of the TLR (transactional level report) for Mvskoke Loan Fund</li> <li>• Will create customer loan accounts. Which includes building amortization schedules and transactions in accordance with the approved loan terms.</li> <li>• Build closing documents in accordance with approved loan product.</li> <li>• Will be a member of the loan closing group.</li> <li>• Will generate necessary documents and filings and make sure that all pledged collateral is successfully secured.</li> <li>• Maintain and update clients risk rating, along with the loan loss reserve.</li> <li>• Loan Process changes/ suggestions – document improvements</li> <li>• Track data and report efficiently/effectively on impact and outcomes.</li> <li>• Maintain, track and generate required reports in a timely and accurate manner.</li> <li>• Analyze data and update management of trends, concerns and successes observed.</li> <li>• Remain current with industry best practices.</li> <li>• Support lead underwriter, when necessary.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Post payments in Loan Servicing software. This requires an understanding of how/why principal and interest is applied.</li> <li>• Monitor Loan receivables and portfolio risk analysis.</li> <li>• Strong computer skills</li> <li>• Ability to adapt quickly in a dynamic environment.</li> </ul> <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• The ability to work well with others, including professional staff.</li> <li>• Good organization and analytical skills.</li> <li>• The ability to meet the public in a professional &amp; friendly manner.</li> <li>• Working knowledge of computers.</li> <li>• The ability to use word processing and spreadsheets.</li> <li>• CDFI knowledge a plus.</li> <li>• Experience working in a bank or credit union is a plus.</li> <li>• Experience with Loan Software is a plus.</li> <li>• Experience with Sales Force is a plus.</li> <li>• Perform other duties and projects as required by management</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>• Associate's Degree and one-year experience or Three (3) years or more experience in a finance, banking, or project management field. Formal education requirements may be waived with appropriate levels of experience and professional certifications.</li> <li>• Proven track-record of attending to detail, tracking, analyzing and reporting data and meeting deadlines.</li> <li>• Collaborative workstyle with a customer service focus.</li> <li>• Solves problems creatively and manages time efficiently</li> </ul>
Preferred Requirements:	<ul style="list-style-type: none"> <li>• Bachelor's Degree and one-year experience or Five (3) years or more experience in a finance, banking, or project management field.</li> <li>• Knowledge of outcome and social impact reporting and best practices.</li> <li>• High level of proficiency using Excel.</li> </ul>
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.



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- 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).**

- 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.



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- 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.