



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 05/22/2023	Employee Requisition Number ER-23399	JOB OPPORTUNITY	
Title/Position: SECURITY OFFICER			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: DISTRICT COURT	Location: Okmulgee	Location Code: 22	FT/PT 1-Full Time

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

General Summary:	The Security Officer shall maintain order and public safety in the Mound Building. The Security Officer shall maintain the security of the interior of the Mound Building and respond to any situations involving a potential security breach or security threat.
Principal Duties and Responsibilities:	<p>The Security Officer shall maintain order and public safety in the Mound Building. The Security Officer shall maintain the security of the interior of the Mound Building and respond to any situations involving a potential security breach or security threat. The Security Officer shall contact the relevant authorities if a crime is committed, or an accident occurs. If necessary, the Security Officer may act as a First Responder for the Mound Building in the case of an emergency event.</p> <p>The Security Officer shall also be responsible for the following: A) keeping an eye on the entrance and exits to ensure workplace security; B) use detection devices to screen individuals for weapons; C) report safety issues, such as vandalism and suspicious or criminal activity; D) warn patrons of possible rule-breaking, and eject those who violate rules or cause disturbances; and E) provide a visible presence that enforces safety and security.</p>
Minimum Requirements:	The Security Officer shall be certified as a Peace Officer by the Bureau of Indian Affairs, the Indian Police Academy, Oklahoma's Council on Law Enforcement Education and Training or comparable certifying school or agency for Peace Officers with a proper background investigation. Additionally, the Security Officer shall possess the ability to pass a criminal background check, gain certification for use of a firearm, and pass a drug-test as well as possess a valid driver's license. The Security Officer must be at least 21 years of age.
Preferred Requirements:	The Security Officer must: A) possess excellent communication and listening skills; B) possess a proven work experience as a Security Officer or similar role; C) possess good critical thinking skills and social perceptiveness; D) possess the ability to operate emergency equipment and detection devices; E) possess strong stress management skills; F) possess emotional intelligence and good character judgment; and G)



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	possess a degree in criminology, sociology or criminal justice is 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

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



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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:

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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