



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 06/23/2023	Employee Requisition Number ER-23443	JOB OPPORTUNITY	
Title/Position: CULTURAL TECHNICIAN			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: CULTURAL PRESERVATION	Location: Okmulgee	Location Code: 209	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Tribal Historic Preservation Officer (THPO), the Cultural Technician I will assist with federal consultations and the National Historic Preservation Act (NHPA) Section 106 compliance reviews with federal agencies on the Muscogee (Creek) Nation Reservation. The individual will attend consultation meetings, review federal undertakings, produce reports, and assist with the administration of the MCN Preservation Plan.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist the THPO in implementing the MCN Reservation-wide preservation plan. 2. Tracking of compliance project submittals and the review of federally funded, licensed, and permitted projects submitted for MCN THPO review. 3. Determine potential impacts to historic properties and sites of cultural and religious significance, e.g. historic buildings, historical sites, archaeological sites, burial sites, battlefields, etc. pursuant to Section 106 of the National Historic Preservation Act, and its implementing regulations found at 36 CFR Part 800. 4. Perform daily administrative duties; receiving and logging mail, data entry, answering phone calls, etc. 5. Assist with MCN historic and cultural preservation education, outreach, and department activities. 6. Perform any other duties as assigned by the immediate supervisor. 7. Some job duties are physically demanding and are performed in inclement weather and other uncomfortable outdoor/indoor environmental conditions. The Cultural Technician I will need to be able to work in these conditions, exceptions made on a case-by-case basis.
Minimum Requirements:	A bachelor's degree from an accredited college or university with a background in Native American or Indigenous Studies, History, Archeology, Architectural History, Historic Preservation, or a closely related field. Relevant experience and proficiency in compliance procedures under Section 106 of the NHPA, or the interest in learning the process. Experience with GIS software, GPS, and, GPR equipment is an advantage. A knowledge of Muscogee (Creek) history and culture and the



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	desire to learn. Must be able to interact with the public with a high degree of professionalism. Must demonstrate attention to detail and good oral and written communication skills.
Preferred Requirements:	A graduate degree in Native American or Indigenous Studies, History, Archaeology, Architectural History, Historic Preservation or a closely related field. Relevant experience and proficiency in compliance procedures under Section 106 of the NHPA. Experience with GIS software, GPS, and, GPR equipment. Knowledge of Muscogee (Creek) history, culture, and language. Must be able to interact with the public with a high degree of professionalism. Must demonstrate attention to detail and good oral and written communication skills.
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 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:

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.



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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.