



SAFETY SENSITIVE POSITION

**Muscogee (Creek) Nation
Human Resource Management Services**

Employee Requisition

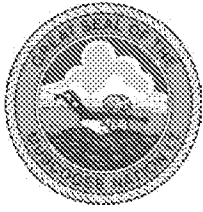
<https://www.muscogeenation.com/jobs/>

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 07/26/2023	Employee Requisition Number ER-23477	JOB OPPORTUNITY	
Title/Position: TAX COMPLIANCE OFFICER			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: TAX COMMISSION	Location: Okmulgee	Location Code: 31	FT/PT 1-Full Time

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

General Summary:	Under direction of the Tribal Tax Enforcement Director, the Compliance Officer is to perform all duties and responsibilities required to assist in the operation of the MCN Tax Commission, according to applicable laws, in accordance with the Muscogee (Creek) Nation Code of laws. The job entails serving as a main point of contact for the MCN Tax Commission.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Be knowledgeable of tribal tax regulations, policies, and procedures; and attend training to stay updated on any changes. 2. Conduct on site tax stamp and licensing compliance visits to smoke shops, casinos, tobacco wholesalers, tribal communities, businesses, and special events. 3. Monitoring and reporting of inventory, sales & taxation records, and licensing at all MCN licensed facilities and businesses in accordance with tribal tax codes. 4. Assist with collecting and processing tax payments for tobacco, tribal, commercial, motor fuel, oil & gas, alcohol, along with any additional taxes reserved for future development. 5. Communicate with outside agencies regarding all Tax Commission business and citizen information, promulgate tax rules, regulations, and audits of tribally licensed businesses and/or smoke shops and casinos. 6. Demonstrate technical abilities in select areas (regulatory, compliance, computer software, document imaging, etc.). 7. Process all licensing applications for both mail ins and walk ins. 8. Monitor social media, emails, etc. for upcoming events requiring licensing; conduct outreach to those who need licensing information. 9. Promptly pick up and deliver mail and bank deposits between office locations and departments; monitor and track registered and certified mail. 10. Perform routine clerical and organizational tasks, including assistance with telephones and correspondence. 11. Provide exceptional customer service to all citizens and vendors desiring to pay tribal taxes or file an application for licensing. 12. Report on all completed field work assigned by the Director/Deputy or Commissioner.



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	13. Must manage sensitive and confidential information. 14. Prepare and scan documents for record keeping. 15. Ability to work independently and in a team environment. 16. Perform other duties as assigned.
Minimum Requirements:	GED/High school Diploma and one to two years of experience in clerical or general office support work. Must communicate effectively with the public, verbally and in writing, be able to work with confidential material, multi-task, and have strong computer skills.
Preferred Requirements:	– Associates degree in business or other related field or 3 years' experience. Knowledge of Title 36 MCN Code of Laws. A basic understanding of the Muscogee (Creek) Language is preferred but not required.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must be Bondable and able to receive a Notary certificate from the State of Oklahoma.

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.