



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

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| Submitted Date 08/16/2023 | Employee Requisition Number ER-23505 | JOB OPPORTUNITY | |
| Title/Position: INVESTIGATOR | | | |
| Pay Grade SG 13 | Salary Range \$45,448-59,342 | Classification Full Time | |
| Department: LIGHTHORSE | Location: Okmulgee | Location Code: 30 | FT/PT 1-Full Time |

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

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| General Summary: | The incumbent serves as Criminal Investigator of the Muscogee Nation and has the responsibility of investigation suspected or alleged crimes within the Political and territorial jurisdiction of the Muscogee Nation. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Investigating alleged or suspected criminal, violations of Federal, Tribal or State Laws and determines if evidence is sufficient for prosecution. 2. Processing crime scenes by taking photos and collecting physical evidence, and interviewing witnesses and interrogating suspects. 3. Working closely with Tribal, State and Federal Law Enforcement Agencies. 4. Working closely with Deputy Chief of Operations to coordinate the work of the Police Officers during special assignments 5. Coordinating Special Operations including, but not limited to, drug interdictions and under cover assignments that pertain to the Muscogee Nation. 6. Presenting cases to the proper courts of jurisdiction including Tribal, Feral and State courts. 7. Obtaining and executing search warrants. 8. Participate in Multi-Jurisdictional Task Forces, including but not limited to, Narcotics and Child Abuse. 9. Carries firearms and makes arrests. 10. Provide technical assistance to Police Officers when requested. 11. Assists officer by performing the complete range of police duties recognized as requiring fully developed police knowledge and skills 12. Assist Narcotics Officer and Deputy Chief of Operation in Narcotics Operations. |
| Minimum Requirements: | <ol style="list-style-type: none"> 1. Experience that involves following written rules, or regulations; dealing with co-workers or members of the public in providing a service of responding to inquiries, and awaiting reports, correspondence or keeping logs or records in providing or maintaining factual data 2. Three years specialized experience in conducting investigations when the collection of evidence involves developing and following leads, |



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| | <p>taking statements obtaining and corroboration documents or physical evidence, and analyzing facts to identify suspects and collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to trial.</p> <p>3. Must have completed Indian Police Academy/Federal Law Enforcement Training or be CLEET (Council on Law Enforcement Education and Training) certified or have obtained basic police officer certification prior to employment.</p> |
| Preferred Requirements: | <p>1. Preferred but not required: successful completion of a full four year course of study required for a B.S degree in Police Science or a comparable degree program for an accredited school above the high school level with one year specialized experience; or two years of successfully completed study at an accredited school above the high school level which included at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law or similar subjects closely related police or guard work must have been included in the substituted education with two years specialized experienced</p> |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | NOTE: THIS IS A GRANT POSITION |

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.



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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.
- 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



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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 lose 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.