<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Employee Requisition Number</th>
<th>JOB OPPORTUNITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/2023</td>
<td>ER-24020</td>
<td></td>
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</tbody>
</table>

Title/Position: **PERMIT TECH**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG 11</td>
<td>$35,859-46,820</td>
<td>Full Time</td>
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</tbody>
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Department: TRIBAL CONSTRUCTION

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Location</th>
<th>FT/PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>207</td>
<td>Okmulgee</td>
<td>1-Full Time</td>
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</tbody>
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**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED. MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

**General Summary:** Performs a variety of office work ensuring compliance with the City inspections licenses regulations and regulatory permits; issues appropriate receipts, licenses and/or permits to enforce municipal codes; and performs related work as required.

**Principal Duties and Responsibilities:**

- Answers telephones and gives information to callers, takes messages or transfers calls to appropriate individuals.
- Greets visitors and callers, handles their inquiries and directs them to the appropriate person(s) according to their need(s).
- Opens, reads, routes and distributes incoming mail and other material and prepares answers to routine letters.
- Receives and reviews registrations, licensing and permit applications for electrical, mechanical and plumbing contractors, journeyman and apprentices.
- Enters permits, bills customers and applies payments as required; balances income received.
- Schedules and dispatches incoming inspections from contractors.
- Provides information and guidance to the public pertaining to licensing; develops and maintains various information materials concerning licensing requirements; assists the public with general licensing information and in completing needed forms; notifies appropriate companies for services to be turned on and off in accordance with inspection schedules.
- Sets up and maintains paper and electronic filing systems for records, correspondence and other material.
- Generates monthly permit reports.
- Orders supplies as needed for department; codes, receives and files invoices appropriately.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to
operate new office technologies as they are developed and implemented.
• Performs other work as necessary and or as assigned.
• Must report to work on a regular and timely basis.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

Minimum Requirements:
Training and Experience: High school diploma or GED equivalent with specialized course work in general office practices such as computer operation, filing, accounting and/or bookkeeping and three (3) years of increasingly responsible related office experience or an equivalent combination of related education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of computers and electronic data processing; knowledge of modern office practices and procedures. Ability to effectively meet and deal with the public; ability to communicate effectively, verbally and in writing; ability to handle stressful situations. Skilled in typing to effectively complete work assignments, type correspondence, transcribe minutes, disseminate information to staff and others, etc; skilled to effectively provide written and oral communications. Performance tests of skill in the use of a computer keyboard with speed of at least 40 WPM. Must be proficient with computers and other office equipment with considerable knowledge.
in WordPerfect and Microsoft programs

Preferred Requirements:
Notary Public Certification

Valid Oklahoma Driver’s License required?
Yes

Please list any additional licenses required:
Any that would apply.

Customer Service: Responds promptly to customer needs; Responds promptly to voicemails and emails.

Professionalism/Interpersonal Skills: Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

Time Management: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

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.

Analytical Skills: Collects and researches data; Uses intuition and experience to
complement data.

Teamwork:
Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

Leadership:
Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

Ethics:
Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

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, including cyber security.

Attendance/Punctuality:
Regular and on time attendance. Arrives at meetings and appointments on time.

Dependability:
Follows instructions, responds to management direction; Takes responsibility for own actions.

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
- ☐ 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 of any equipment, machinery or
manufacturing process (preparing food where knives and kitchen equipment is used), which could result in

- 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.