SAFETY SENSITIVE POSITION
Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

Submitted Date: 10/16/2023
Employee Requisition Number: ER-24070

JOB OPPORTUNITY

Title/Position:
SORNA POLICE OFFICER

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.

General Summary:

Performs work of protecting and providing for public safety by ensuring convicted sex offenders residing within the MCN jurisdiction are registered with the Sex Offender Program as required via Tribal Code and Regulations. This includes working closely with federal and state law enforcement agencies to monitor offenders as necessary. SORNA Officer will perform related duties as assigned in accordance with established procedures, regulations, and policies.

Principal Duties and Responsibilities:

- Coordinate/Monitor with service of notification to register and with registration of sex offenders.
- Coordinate/Monitor with Public Notification of sex offenders.
- Maintain and demonstrate technical competence and/or expertise in areas of assigned responsibilities.
- Responsible for the concepts and standards of police operations, evidence and crime scenes.
- Must have the ability to relate to people in a manner that allows for cooperation and coordination in the performance of their duties as well as make decisions on information gathered individuals.
- Responsible for organizing and recording relevant information.
- Enforce Tribal and Federal laws within the MCN jurisdiction.
- Respond to all calls as directed by the dispatcher where serious crimes or accidents occur if assigned under other special tours of service.
- Determines necessary actions by notifying appropriate authorities, safeguard scenes, preserve evidence, identify and obtain information from witnesses and develop preliminary investigation leads.
- Assist other Police Officers in enforcing all laws and regulations related to possession, use, distribution, trafficking and manufacturing of controlled substances.
- Assists with traffic control at accidents scenes and celebrations.
- Serve Tribal and Federal warrants. Assist in the tribal court process; appear and testify in Tribal, Federal or State Court as needed.
- Knowledge and skill in professional techniques in dealing with individuals in criminal matters and with the public in crisis and/or hostile situations.
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<th>Minimum Requirements:</th>
<th>Perform other duties as mentioned above when assigned.</th>
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<td>Preferred Requirements:</td>
<td>Requires a thorough knowledge or the ability to acquire such knowledge in relatively short periods of time, road systems, geography of the MCN jurisdiction and the location of buildings and areas requiring special law enforcement.</td>
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<td>Must have considerable knowledge of applicable laws, ordinances, and departmental rules and regulations and constitutional rights of individuals.</td>
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<td>Must have the ability to give verbal and written instructions and make sound judgements in evaluating situations and making decisions.</td>
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<td>Must have considerable knowledge of modern law enforcement methods and procedures.</td>
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<td>Requires the ability to deal tactfully but firmly with offenders, suspects, witnesses, and general public.</td>
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<td>Should be able to establish and maintain an effective working relationship with superiors.</td>
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<td>Knowledge of record keeping and reporting system.</td>
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<td>Skill in operation of specialized Law Enforcement equipment.</td>
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<td>Ability to meet physical and psychological requirements.</td>
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<td>Ability to work long hours and be prepared to respond to emergency calls and request of service on off-duty hours.</td>
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<td>Must have a two (2) year degree in Law Enforcement from a vocational/technical college or a four (4) year degree in Law Enforcement from a state or accredited college or diploma from a Police Academy recognized by the State of Oklahoma or successful completion of a police academy recognized by the Bureau of Indian Affairs.</td>
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**Valid Oklahoma Driver’s License required?** Yes

**Please list any additional licenses required:**

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