Submitted Date: 10/30/2023  
Employee Requisition Number: ER-24078  

**JOB OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
</tr>
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<tbody>
<tr>
<td>HG 10</td>
<td>$31,865-41,579</td>
<td>Hourly</td>
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| Department:  
Culture and Humanities Department | Location:  
Okmulgee | Location Code:  
1250 | FT/PT  
1-Full Time |

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

**General Summary:** Under the supervision of the Secretary of Culture and Humanities, the Administrative Assistant will assist in a variety of day to day administrative and office support services for the Department of Culture and Humanities.

**Principal Duties and Responsibilities:** The Administrative Assistant will work to improve workflow and processes concerning incoming and outgoing mail, memos, reports, travel arrangements, invoices, purchasing, contracts, records management, and special events.

1. Provide administrative support tasks like maintain databases, files, budget records, answer phone calls and route as appropriate, maintain incoming and outgoing mail and record of correspondence.
2. Process department billing, invoicing, and purchasing orders with the Department of Treasury and maintain fiscal management and financial documents according to MCN policy and procedures.
3. Make travel arrangements and complete Travel Authorization Forms for department staff.
4. Coordinate event logistics and scheduling of meetings.
5. Acts as the receptionist, and serves as the first point of contact for a wide range of internal and external inquiries.
6. Maintain polite and professional communication via phone, e-mail, and mail.
7. Assist with outreach, education, and department activities with all culture and humanities departments.
8. Perform any other duties as assigned by the immediate supervisor.

**Minimum Requirements:** High School diploma or equivalent required along with three (3) years of similar experience or an equivalent combination of education and experience. Proficiency in MS Office to include Word, Excel and PowerPoint required, as well as overall proficiency in the use of the Internet and digital technology. Knowledge of Muscogee (Creek) history. 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:** Associate’s Degree in related field, along with three (3) years of administrative experience at MCN. Proficiency in MS Office to include...
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<tr>
<td><strong>Customer Service:</strong></td>
<td>Responds promptly to customer needs; Responds promptly to voicemails and emails.</td>
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<tr>
<td>**Professionalism/</td>
<td>Maintains confidentiality; Keeps emotions under control; Approaches Interpersonal Skills:** others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.</td>
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<tr>
<td><strong>Time Management:</strong></td>
<td>Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.</td>
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<td><strong>Oral Communication:</strong></td>
<td>Speaks clearly and persuasively in positive or negative situations; Participates in meetings.</td>
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<td><strong>Written Communication:</strong></td>
<td>Writes clearly and informatively; Able to read and interpret written information.</td>
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<tr>
<td><strong>Analytical Skills:</strong></td>
<td>Collects and researches data; Uses intuition and experience to complement data.</td>
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<td><strong>Teamwork:</strong></td>
<td>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.</td>
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<tr>
<td><strong>Leadership:</strong></td>
<td>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.</td>
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<tr>
<td><strong>Ethics:</strong></td>
<td>Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.</td>
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<tr>
<td><strong>Organizational Support:</strong></td>
<td>Follows policies and procedures; Supports organization’s goals and values.</td>
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<td><strong>Quality:</strong></td>
<td>Demonstrates accuracy and thoroughness.</td>
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<td><strong>Quantity:</strong></td>
<td>Completes work in timely manner.</td>
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<td><strong>Safety and Security:</strong></td>
<td>Observes safety and security procedures, including cyber security.</td>
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<td><strong>Attendance/Punctuality:</strong></td>
<td>Regular and on time attendance. Arrives at meetings and appointments on time.</td>
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<td><strong>Dependability:</strong></td>
<td>Follows instructions, responds to management direction; Takes responsibility for own actions.</td>
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</table>

Word, Excel and PowerPoint required, as well as overall proficiency in the use of the Internet and digital technology. 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: 

| **Valid Oklahoma Driver’s License required?** | Yes |
| **Please list any additional licenses required:** | 

Revised: 04/12/2014
Form 105
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 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 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.