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

<table>
<thead>
<tr>
<th>Submitted Date</th>
<th>Employee Requisition Number</th>
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<tbody>
<tr>
<td>11/07/2023</td>
<td>ER-24105</td>
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</tbody>
</table>

**JOB OPPORTUNITY**

**OFFICE COORDINATOR**

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG 12</td>
<td>$40,372-52,728</td>
<td>Full Time</td>
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<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Location Code</th>
<th>FT/PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISK MANAGEMENT</td>
<td>Okmulgee</td>
<td>218</td>
<td>1-Full Time</td>
</tr>
</tbody>
</table>

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

**General Summary:**
This is specialized administrative work for Risk Management. Office Coordinators are responsible for both general and clerical tasks in the office. This position involves general office organization and streamlining business operations throughout the organization. Additional tasks may vary depending on the needs and may include customer engagement, accounting processes such as billings, purchase orders, account payables, assist with processing insurance claims. Other assigned minor administrative duties and business details. Work is performed under general supervision of the Risk Management Manager.

**Principal Duties and Responsibilities:**

- Organize and coordinate office operations and procedures
- Establish and implement office procedures and practices
- Maintaining the general upkeep of the premises
- Attend to general issues and resolving simple problems
- High proficiency in technology and Microsoft applications
- Excellent verbal and written communication skills
- Organizational and time management skills
- Experience working in a professional office environment
- Contact relevant personnel for troubleshooting complex issues
- Interact with clients
- Oversee and direct staff as required
- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer
- Composes and types routine correspondence
- Organizes and maintains file system, and files correspondence and other records
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings
- Coordinates manager’s schedule and makes appointments
- Orders and maintains supplies
- Makes copies of correspondence or other printed materials
Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

| Minimum Requirements: | Assist in maintaining data of insurance schedule
|                        | Assist with processing insurance claims

| Preferred Requirements: | High School graduate or equivalent. Knowledge and Proficiency with Microsoft Application such as Word, Excel and Power Point.
|                         | Associate’s degree (A. A.) or equivalent from two-year college or technical school; or six months to a year related experience and/or training; or equivalent combination of education and experience.

| Valid Oklahoma Driver’s License required? | Yes

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 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.

**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.