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

Submitted Date
11/07/2023
Employee Requisition Number
ER-24140

JOB OPPORTUNITY

PROPERTY & EVIDENCE CUSTODIAN

Pay Grade
SG 12
Salary Range
$40,372-52,728
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:
Under the direction of the Deputy Chief of Patrol the Property & Evidence Custodian shall

Receive and process property and evidence items submitted by officers of the Lighthorse Department. To include items of evidence, found items that present a public health or safety risk, items for safekeeping. Custodian shall be responsible for all transfer and/or disposal of all property within the control of the Lighthorse Department. Property & Evidence Custodian responsibilities shall include:

1. Be responsible for the management of all evidence, found property, property in safekeeping, and property marked for destruction in the custody of the Lighthorse Police Department;
2. Ensure all provisions of Lighthorse Property Management Policy is adhered to:
3. Review results of all inspections and take corrective actions on all identified deficiencies:
4. Be directly responsible for the day-to-day management, control, security, integrity and timely return of those items accepted by or stored in the Department’s property storage area;
5. Be responsible for packaging and shipping all evidence to various state and federal laboratories.
6. Maintain an inventory and tracking system of all property held by Lighthorse Department

Principal Duties and Responsibilities:
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2. Ensure all provisions of Lighthorse Property Management Policy is adhered to:
3. Review results of all inspections and take corrective actions on all identified deficiencies:
4. Be directly responsible for the day-to-day management, control, security, integrity and timely return of those items accepted by or stored in the Department’s property storage area;
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<table>
<thead>
<tr>
<th>Minimum Requirements:</th>
<th>High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience</th>
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</thead>
<tbody>
<tr>
<td>Preferred Requirements:</td>
<td>Working knowledge of inventory/property Control and Management Data Base.</td>
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<tr>
<td>Valid Oklahoma Driver’s License required?</td>
<td>Yes</td>
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<tr>
<td>Please list any additional licenses required:</td>
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</tbody>
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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
**Muscogee (Creek) Nation**
**Human Resource Management Services**
**Employee Requisition**

**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.
- [x] 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:

- [x] Fumes or airborne particles
- [x] Outside weather conditions
- [ ] Toxic or caustic chemicals
- [ ] Risk of electrical shock
- [ ] Vibration
- [x] 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).

- [x] 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.