



SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 1/24/2024 12:05 PM	Employee Requisition Number ER-24183	JOB OPPORTUNITY	
Title/Position: DATA ENTRY CLERK			
Pay Grade HG 10	Salary Range \$31,865-41,579	Classification Hourly	
Department: JOHNSON O MALLEY	Location: Okmulgee	Location Code: 101	FT/PT Full Time

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

General Summary:	<p>Job Summary</p> <p>The JOM Data Clerk provides secretarial and analytical support that is imperative to the funding of the Muscogee Nation JOM program and the JOM school districts within its reservation.</p> <p>Duties and responsibilities include the following.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for performing data entry for the JOM student count with the capability to retrieve information, update data, and generate required reports and printouts. This will also include the ability to compose letters of correspondence to school programs. Along with providing the Program Manager with data collection and analysis. 2. Analyze and interpret data to create reports on a weekly/quarterly/as-needed basis in areas of responsibility. 3. Must have the ability to provide required reports both written and oral to the Program Manager. 4. Must be proficient in database programs in maintaining an accurate student count certification. 5. Must be able to provide accurate printouts of student count for all JOM school districts. 6. Assist JOM in the planning and preparation of JOM events. Mandatory attendance for events includes JOM In-service, Oklahoma Johnson-O'Malley Conference, Challenge Bowl, and occasionally the National Johnson-O'Malley Conference, along with any other events deemed necessary for the growth and knowledge of JOM Programs. 7. Responsible for ordering and maintenance of all in-house supplies and GSA vehicles. 8. File school claims in the corresponding school files. 9. Provide workshop presentations and assistance to schools relating to student enrollments and JOM. This requires public speaking abilities. 10. Maintain continued knowledge of JOM Federal Regulations and requirements for student enrollment. 11. Must be detail-oriented, self-motivated, and highly effective in data management. 12. Ensure confidentiality when dealing with employees, schools, and other outside personnel. 13. Must be able to cross-train with the Administrative Assistant. 14. Assist the JOM Manager as needed and when requested. Including but not limited to the verification of student enrollment, office memos, and scheduling meetings. <p>JOM Positions: •</p>



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	<p>Excellent interpersonal and observation skills • Excellent verbal and written communication skills. • Excellent time management skills with proven ability to meet deadlines. • Ability to act with integrity, professionalism, and confidentiality. • Ability to work independently and with others. • Strong analytical and problem-solving skills. • Proficient with Microsoft Office Suite, Excel, or related software.</p>
Minimum Requirements:	Minimum Requirements - possess or be in the process of obtaining an Associate's Degree in Secondary Education, Business Administration, or related field; Experience in and/or other training/certification may be substituted for education
Preferred Requirements:	Preferred Requirements – Bachelor's Degree in Arts or Science concerning Education, Business Administration, or related field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	N/A

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.
Ethics:	Works within the approved budget; Conserves organizational resources. 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.



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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

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
- ☐ 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,



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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.