



**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 2/13/2024 6:02 PM	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>LAND RECORDS SPECIALIST</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: HOUSING MANAGEMENT	Location: Okmulgee	Location Code: 805	FT/PT Full Time

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

General Summary:	<p>Under the supervision of the Land Records Analyst. The Land Records Specialist responsibilities include but not limited to; assists with the daily operation &amp; administrative functions of the Land Records Analyst. Assists with the preparation of curative documents for landowners. Assists with the organization and maintenance of Land Records Retention Room and Abstract Room, files, records and abstracts. Knowledge of title examination and research to determine land ownership. Ability to prioritize and work on multiple tasks concurrently with minimal direction and supervision. Ability to work collaboratively with other departmental staff to complete assigned tasks. General working knowledge of the Land Records office in order to answer inquiries and provide assistance and to prepare reports. Experience and knowledge of real estate principals. Must be able to interpret requirements related to record keeping to ensure the Land Records office is following all applicable laws, federal regulations and tribal policy; very detailed orientated with strong organizational skills; emphasis placed on technical competency, and professionalism.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Responsible for maintaining and organizing records related to the Land Records office;</li> <li>• Tasked with digitizing land/tax records so that they can be easily accessible in the future;</li> <li>• Performing clerical tasks such as entering data into the computer system or answering phones;</li> <li>• Provide assistance to tenants/homeowners/departmental staff or other authorized party by written request;</li> <li>• Maintains all necessary reports regarding status of survey requests, title search, landowner contacts and other criteria as needed,</li> <li>• Provides assistance to ensure timely resolution of land related issue's/disputes,</li> <li>• Data entry of records, conveyance and deed transfer;</li> <li>• Performs a variety of tasks related to the annual PILOT tax roll, Direct Lend, Re-Finance and Proceeds of sale records maintenance;</li> <li>• Coordinating with other departmental staff within the Housing Department to ensure accurate record keeping.</li> <li>• Maintaining files that contain records in accordance with federal regulations such as HUD</li> <li>• Ensuring that all tenant</li> </ul>



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	records are stored according to legal requirements including disposing of outdated records appropriately. • Assists with the organization and maintenance of the Land Records Retention & Abstract Room; • In absence of Land Records Analyst, designated with the responsibility of day to day operations; • Other duties as assigned.
Minimum Requirements:	Associate Degree in Records Management or Real Estate with 3 to 5 years of experience or combination of related education and experience. Proficient in Microsoft Excel, Word, Power Point and accounting software.
Preferred Requirements:	Bachelor: Degree in Business Administration, Records Management or Real Estate with 2 to 3 years of experience preferably in Tribal Government.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- 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.



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#### **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 Muscoogee 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.



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#### **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.