



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 3/20/2024 3:51 PM	Employee Requisition Number ER-24281	JOB OPPORTUNITY	
Title/Position: EXECUTIVE ASSISTANT			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: Culture and Humanities Department	Location: Okmulgee	Location Code: 1250	FT/PT Full Time

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

General Summary:	The Executive Assistant keeps official records, executes administrative policies, prepares correspondence, and provides administrative and operational support for the Department of Culture and Humanities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Works directly with the Secretary to support all aspects of daily work routine. • Maintains calendars, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise discretion in committing time and evaluating needs. • Serves as a liaison between the Secretary, Directors and the public. This includes receiving and screening phone calls and visitors, answering a variety of questions, taking messages, and directing calls appropriately for resolution. • Independently research and develop proposed legislation for the departments under Cultural and Humanities and other cabinet staff. • Help prepare annual budgets for review and submission to the Office of the Principal Chief. • Keep the Secretary advised of time-sensitive and priority issues, ensuring appropriate follow-up. • Routinely perform a wide variety of support duties. If necessary, the ability to work remotely. • Prepare and process memos, invoices, and monthly payments, purchase requisitions for office supplies, mileage vouchers, travel requests including itineraries, reimbursement vouchers and other request forms. • Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages. • Sort and triage mail; maintain e-mail and other address directories. • Compose and prepare incoming and outgoing correspondence for the Secretary's signature. • Place bids for purchases of supplies and contracts • Maintain spreadsheets and files for all purchase orders issued, pay all invoices and monitor budgets • Obtain Munis reports regularly in order to verify expenditures, encumbrances and balances for all budgets. • Obtain required information from new contractors and vendors in order for their services to be utilized by programs • Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials. • Prepare and assist with departmental weekly, monthly, and quarterly reports for submission to the Office of the Principal Chief •



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	Maintain paper and electronic filing systems. • Maintain confidential and sensitive information. • Attend Inter-Tribal Council of the Five Civilized Tribes quarterly meetings and take notes of discussion; prepare the initial draft of agenda, minutes and summaries. • Performs other duties as assigned.
Minimum Requirements:	One-year certificate from college or technical school, or 2 years related experience and/or training in tribal government, finance, or office administration, or equivalent combination of education and experience. Knowledge of Muscogee (Creek) history, culture, and language.
Preferred Requirements:	Associate's or Bachelor's Degree or 5 years of relevant experience, including tribal government, finance, and office administration experience. Knowledge of Muscogee (Creek) history, culture, and language.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	none

- 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.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for



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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, 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.