



**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 3/27/2024 4:59 PM	Employee Requisition Number <b>ER-24286</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>NAGPRA ASSISTANT</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: Cultural Preservation	Location: Okmulgee	Location Code: 209	FT/PT Full Time

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

General Summary:	The NAGPRA Assistant will work to address NAGPRA cases, claims, repatriations, and inadvertent discoveries of Native American burials through Tribal Consultation with museums, institutions, Federal agencies, and tribal governments.
Principal Duties and Responsibilities:	<p>Implement repatriation activities according to tribal policy and NAGPRA law, including coordinating NAGPRA inventories and potential claims. Will work closely with museums, universities, tribal, federal and state governments and agencies at national and local levels, on NAGPRA issues for the Muscogee (Creek) Nation. Including:</p> <ul style="list-style-type: none"> <li>• This individual will conduct historical research to assist in NAGPRA claims and carryout the NAGPRA compliance work needed to complete the NAGPRA Process.</li> <li>• The individual will also organize existing cases in our current database for keeping track of all NAGPRA work overseen by the Historic and Cultural Preservation Department.</li> <li>• The individual should be familiar or willing to learn about the Native American Graves Protection and Repatriation Act (NAGPRA), National Historic Preservation Act (NHPA), Archaeological Resources Protection Act (ARPA), and state burial laws.</li> <li>• The individual should also be willing to assist with reburial of Muscogee ancestors.</li> <li>• Review reports and inventories of NAGPRA collections</li> <li>• Assist with correspondence and scheduling meetings for NAGPRA consultation.</li> <li>• Visit collections at curation facilities, assist in collections review, assist with NAGPRA transfers</li> <li>• Travel for NAGPRA Consultations and reburials, for one week intervals.</li> <li>• Prepare ancestors and funerary objects for reburial</li> <li>• May assist with field duties including cultural and sacred sites documentation, archaeological activities, research, data gathering.</li> <li>• Assist in grant writing, attend meetings and other assigned duties</li> </ul>
Minimum Requirements:	Associate's degree in American Indian studies, Anthropology, Archaeology, History, other related fields or a minimum of 2 years' experience in cultural preservation activities or duties. Individual must have knowledge of Muscogee (Creek) culture, language, and history. Must have excellent oral and written



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	communication skills, interpersonal skills and work well in a team environment. Must be able to make decisions, plan and organize activities, use good judgment; be reliable, punctual and ethical. Must be available for out-of-state travel.
Preferred Requirements:	Muscogee (Creek) Citizen; Bachelor's degree in American Indian studies, Anthropology, Archaeology, History, other related fields or a minimum or a minimum of 4 years' experience in cultural preservation activities or duties. Individual must have knowledge of Muscogee (Creek) culture, language, and history. Must have excellent oral and written communication skills, interpersonal skills and work well in a team environment. Must be able to make decisions, plan and organize activities, use good judgment; be reliable, punctual and ethical. Must be available for out-of-state travel. Ability to understand and effectively communicate about culturally sensitive issues. Experience with tribal cultural resource issues and handling and care of museum objects, collections documentation, archival protocols as well as inventory and evaluation of archaeological resources. Experience writing grants and budgets.
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.



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**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

**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:**



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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.