



**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 12/19/2023	Employee Requisition Number <b>ER-24303</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>EXECUTIVE ASSISTANT</b>			
Pay Grade <b>SG 13</b>	Salary Range \$45,448-59,342	Classification Hourly	
Department: CHIEF OF STAFF	Location: Okmulgee	Location Code: 02	FT/PT 1-Full Time

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

General Summary:	<p>The Executive Assistant, to the Chief of Staff will support the Chief of Staff in matters related to Research, Compliance, Government Affairs, and Human Resources. This role will coordinate and manage executive scheduling, prepare and organize important legal and strategic materials and plans, and support board meetings and the preparation of board materials. This role serves as the eyes and ears for the Chief of Staff, connecting organizations, projects, and critical business information to the Chief of Staff, ensuring meetings and materials are efficient and effective and serves as a trusted partner to deliver priorities of the Chief of Staff to associated personnel.</p> <p>The Executive Assistant provides administrative and operational support to the Chief of Staff.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Work directly with the Chief of Staff to support all aspects of his daily work routine.</li> <li>• Maintain the Chief of Staff's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.</li> <li>• Serve as a liaison between the Chief of Staff, Cabinet members, Cabinet staff and the public. This includes receiving and screening Chief of Staff's phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.</li> <li>• Coordinate work with other Cabinet staff as needed; play a key role in the coordination of staff efforts both within and outside the department.</li> <li>• Provide coordination, monitoring, and communication of projects and programs managed by the Nation and multiple Cabinet members.</li> <li>• Assist in Project Management activities and processes including project planning, intake, prioritization, initiation, execution, and training; as well as in fostering collaboration of end-users and key stakeholders.</li> <li>• Serve as a primary point of contact between the Office of the Chief</li> </ul>



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	<p>of Staff and Cabinet governance groups, including helping to coordinate the work of the different groups and providing administrative support for governance meetings.</p> <ul style="list-style-type: none"> <li>• Assist the Chief of Staff in the development of presentations and white papers for internal and external audiences.</li> <li>• Determine priority of matters of attention for the Chief of Staff; redirect matters to staff to handle, or handle matters personally, as appropriate.</li> <li>• Keep the Chief of Staff advised of time-sensitive and priority issues, ensuring appropriate follow-up.</li> <li>• Routinely perform a wide variety of support duties.</li> <li>• Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.</li> <li>• Sort and triage mail; maintain e-mail and other address directories.</li> <li>• Compose and prepare letters relating to routine correspondence for the Chief of Staff's signature.</li> <li>• Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.</li> <li>• Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.</li> <li>• Prepare, reconcile, and submit expense reports.</li> <li>• Maintain paper and electronic filing systems.</li> <li>• Maintain confidential and sensitive information.</li> <li>• Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.</li> <li>• Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.</li> <li>• Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.</li> </ul>
Minimum Requirements:	Bachelors Degree in Business or similar field of study, 10 years experience in tribal government; proficient in the use of multiple forms of media, word processing and use of Microsoft Suites.
Preferred Requirements:	Bachelors Degree in Business management, experience and use of Roberts Rules of Order, effective technical writing skills, excellent research skills.
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



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- 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.

**Physical Demands:**

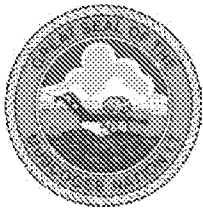
While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.  
Physical Exam Required

**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:

- 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).**



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- 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.