



**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 4/23/2024 4:25 PM	Employee Requisition Number <b>ER-24319</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>OFFICE COORDINATOR</b>			
Pay Grade HG 13	Salary Range \$45,448-59,342	Classification Hourly	
Department: DDAP DEV DISABILITY ADVOCATE PROGRAM	Location: Okmulgee	Location Code: 1949	FT/PT Full Time

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

General Summary:	<p>Job Summary</p> <p>Office Coordinator will complete clerical and administrative activities in order to ensure effective management and support of the Developmental Disabilities Program. The This will include projects assigned by the Developmental Disabilities Advocacy Director.</p>
Principal Duties and Responsibilities:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Greet Clients and Answers telephone and route calls</li> <li>• Ensures clients have all needed documents</li> <li>• Helps plan and oversee special projects (FB page, Website, promotional Cards)</li> <li>• Handles all Purchase Requisitions and Purchase Orders</li> <li>• Analyzes and organizes office operations and procedures, such as information management, filing systems, requisition of office supplies, and other clerical services, to maximize office productivity and efficiency.</li> <li>• Assists in the preparation, maintenance and oversight of tribal and federal budgets that fund program staff, activities and services</li> <li>• Prepares program activity, budgetary and other reports, as needed</li> <li>• Reviews clerical and personnel records to ensure completeness, accuracy, and timely submission</li> <li>• Assists program staff in the coordination of daily and special activities, projects and events</li> <li>• Expected to support and promote the program mission and services through all interactions with the public</li> <li>• Able to work after hours and weekends, as needed</li> <li>• Performs other duties as assigned.</li> </ul>
Minimum Requirements:	<p>Minimum Requirements</p> <p>: High school diploma with 3 years of clerical experience.        Experience: Three years of Office managing experience Education        Special skills:</p>



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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent verbal and written communication skills.</li> <li><input type="checkbox"/> Excellent interpersonal, negotiation, and conflict resolution skills.</li> <li><input type="checkbox"/> Excellent organizational skills and attention to detail.</li> <li><input type="checkbox"/> Excellent time management skills with a proven ability to meet deadlines.</li> <li><input type="checkbox"/> Strong analytical and problem-solving skills.</li> <li><input type="checkbox"/> Strong supervisory and leadership skills.</li> <li><input type="checkbox"/> Ability to act with integrity, professionalism, and confidentiality.</li> <li><input type="checkbox"/> Ability to adapt to the needs of the MCN and employees.</li> <li><input type="checkbox"/> Ability to prioritize tasks and to delegate them when appropriate.</li> <li><input type="checkbox"/> Proficient with Microsoft Office Suite or related software.</li> </ul>
Preferred Requirements:	<p>Preferred Requirements: Education: Associates Degree in Office Administration, Business or Computer Science and three (3) years of experience in administrative support and/or office management.</p> <p>Special skills: Experience working in a diverse multi-cultural organization. Knowledge of the Muscogee (Creek) Nation.</p> <p>Preference: Muscogee and Indian preference.</p>
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;



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- Organizational Support:**
- Quality:**
- Quantity:**
- Safety and Security:**
- Attendance/Punctuality:**
- Dependability:**

Works with integrity and ethically; Upholds organizational values.  
 Adheres to policies and procedures.  
 Follows policies and procedures; Supports organization’s goals and values.  
 Demonstrates accuracy and thoroughness.  
 Completes work in timely manner.  
 Observes safety and security procedures, including cyber security.  
 Regular and on time attendance. Arrives at meetings and appointments on time.  
 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:**





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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.