



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

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| Submitted Date 2/27/2024 1:31 PM | Employee Requisition Number ER-24390 | JOB OPPORTUNITY | |
| Title/Position: DEPUTY COURT CLERK | | | |
| Pay Grade SG 13 | Salary Range \$45,448-59,342 | Classification Full Time | |
| Department: DISTRICT COURT | Location: Okmulgee | Location Code: 22 | FT/PT Full Time |

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

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| General Summary: | Deputy Court Clerk is a professional position with the administrative office of the Muscogee (Creek) Nation District Court under the general supervision of the District Court Clerk & the Chief Deputy Court Clerk. The position provides administrative support to the District Court by performing a host of court related duties including but not limited to processing and filing of new cases, Full Court Enterprise case management, updating case files, and providing court related customer service to the public. |
| Principal Duties and Responsibilities: | This position shall be responsible for a host of administrative tasks including but not limited to the following: Filing of new cases (Civil, Criminal, Family Domestic, etc.) and filing miscellaneous legal pleadings; Fielding incoming calls and providing customer service to the general public as it relates to the District Court; Updating case files on a daily basis; Updating the FullCourt Enterprise Case Management System to ensure quick assess when inquiries are made into a case; Documenting incoming & outgoing mail as well as all Court related correspondence; Working with the District Court Clerk & Chief Deputy Court Clerk to ensure proper scheduling of dockets; Performing all related duties not clearly defined herein including the collection of court costs and fines, file stamping of all applicable court documents; Providing assistance as a public notary; Performing any duty not clearly defined herein but one that may be mandated by the District Court Clerk, Chief Deputy Court Clerk and District Court Judges. |
| Minimum Requirements: | High School Diploma or GED. Requires the ability to multi-task and to work independently in a high stress environment with little instruction or oversight. Must possess excellent communication skills with an ability to speak and write in a professional manner. Knowledge and experience with Microsoft Office and other miscellaneous software programs is a necessity. This position requires the ability to work in a team environment with a capacity to compromise to achieve organizational goals. Must be able to obtain a Notary Commission and must be bondable. Must be able to pass a background check and drug screening. Must be able to communicate effectively with the public and handle workload under |



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| | pressure situations. Must be able to work with confidential information. |
| Preferred Requirements: | 2-year college degree and at least two (2) years of court related experience. Ability to work in high stress environment and must be able to work with confidential information. |
| 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.
- 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 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



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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:

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| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.

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.



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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.