



**SAFETY SENSITIVE POSITION**

**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 2/29/2024 3:19 PM	Employee Requisition Number <b>ER-24413</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>INVESTIGATOR (CHILD CRIME)</b>			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: LIGHTHORSE	Location: Okmulgee	Location Code: 30	FT/PT Full Time

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

General Summary:	The incumbent serves as Criminal Investigator of the Muscogee (Creek) Nation and has the responsibility of investigating suspected or alleged: crimes within the Political and territorial jurisdiction of the Muscogee Nation
Principal Duties and Responsibilities:	Investigating alleged or suspected criminal, violations of Federal, Tribal or State laws and determines if evidence is sufficient for prosecution. 2) Processing crime scenes by taking photos and collecting physical evidence, interviewing witnesses and interrogating suspects. 3) Working closely with Tribal, State and Federal Law Enforcement Agencies. 4) Working closely with Deputy Chief of Operations to coordinate the work of the Police Officers during special assignments. 5) Coordinating Special Operations including, but not limited to, drug inter - fictions and under cover assignments that pertain to the Muscogee (Creek) Nation. 6) Presenting cases to the proper courts of jurisdiction including Tribal, Federal and State courts. 7) Obtaining and executing search warrants. 8) Participate in Multi-Jurisdictional Task Forces, including but not limited to, Narcotics and Child Abuse. 9) Carries firearms and wakes arrests. 10) Provides technical assistance to Police Officers when requested. 11) Assists officers by performing the complete range of police; duties recognized as requiring fully developed police knowledge and skills. 12) Assist Narcotics Officer and Deputy Chief of Operation in "Narcotics Operations
Minimum Requirements:	Experience that involves following written rules, or regulations; dealing with co-workers or members of the public in providing a service of responding to inquiries; and writing reports, correspondence or keeping logs or records in providing or maintaining factual data.. 2) Three years specialized experience in conducting investigations when the collection of evidence involves developing and following leads, taking statements, obtaining and corroborating documents or physical evidence, and analyzing facts to identify suspects and collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to



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	trial. 3) Must have completed Indian Police Academy/Federal Law Enforcement Training Centex, or be CET..EL...Council(on Law Enforcement Education and Training) certified or have obtained basic police officer certification prior to employment.
Preferred Requirements:	Preferred but not required: Successful completion of a full four year course of study required for a B.S. degree in Police Science or a comparable degree program for an accredited school above the high school level with one year specialized experience; or two years of successfully completed study at an accredited school above the high school level which included at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subjects closely related to police or guard work must have been included in the substituted education with two years specialized experience.
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.



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**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:**

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,



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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.