



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Employee Requisition

**SAFETY SENSITIVE POSITION**

Submitted Date 7/18/2024 2:23 PM	Employee Requisition Number <b>ER-24432</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>SECURITY OFFICER</b>			
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.**

General Summary:	The District Court Security Officer will serve under the direction of the District Trial Courts and manage the front door access to the Mound Building which houses the Muscogee (Creek) Nation District Court, Supreme Court, and National Council. The Security Officer shall also be responsible for operating the metal detector equipment, metal detection wand, and baggage x-ray screening equipment. Ultimately, the Security Officer will be responsible for ensuring the safety of all employees, tribal officials and visitors that wish to access the interior of the Mound Building. The Security Officer will be authorized to bear arms in election of his responsibilities.
Principal Duties and Responsibilities:	<p>The Security Officer shall maintain order and public safety in the Mound Building. The Security Officer shall maintain the security of the interior of the Mound Building and respond to any situations involving a potential security breach or security threat. The Security Officer shall contact the relevant authorities if a crime is committed, or an accident occurs. If necessary, the Security Officer may act as a First Responder for the Mound Building in the case of an emergency event.</p> <p>The Security Officer shall also be responsible for the following: A) keeping an eye on the entrance and exits to ensure workplace security; B) use detection devices to screen individuals for weapons; C) report safety issues, such as vandalism and suspicious or criminal activity; D) warn patrons of possible rule-breaking, and eject those who violate rules or cause disturbances; and E) provide a visible presence that enforces safety and security.</p>
Minimum Requirements:	The Security Officer shall be certified as a Peace Officer by the Bureau of Indian Affairs, the Indian Police Academy, Oklahoma's Council on Law Enforcement Education and Training or comparable certifying school or agency for Peace Officers with a proper background investigation. Additionally, the Security Officer shall possess the ability to pass a criminal background check, gain certification for use of a firearm, and pass a drug-test as well as possess a valid



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	driver's license. The Security Officer must be at least 21 years of age.
Preferred Requirements:	The Security Officer must: A) possess excellent communication and listening skills; B) possess a proven work experience as a Security Officer or similar role; C) possess good critical thinking skills and social perceptiveness; D) possess the ability to operate emergency equipment and detection devices; E) possess strong stress management skills; F) possess emotional intelligence and good character judgment; and G) possess a degree in criminology, sociology or criminal justice is preferred.
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



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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).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited



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to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.

- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.

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.