



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 10/9/2024 2:36 PM	Employee Requisition Number ER-25018	JOB OPPORTUNITY	
Title/Position: TRANSPORT OFFICER			
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 Transportation Officer reports to the Transportation Supervisor. This position is responsible for the custody, care, safety, control, and transportation of inmates and detainees. The Transportation Officer enforces the Lighthorse Police Department's policies and procedures and transports inmates and detainees.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Transports offenders or detainees via passenger vehicles and vans to various destinations such as courts, jails, prisons, medical centers, and other specified locations. <ul style="list-style-type: none"> • Escorts offenders or detainees into surroundings requiring contact with court personnel, hospital personnel, medical staff, and the public. • Plans timing and route of the trip/run; determines and follows the shortest and safest travel route. • Ensures proper safety precautions for the trip/run; arranges for offenders' or detainees' accommodation needs; determines the amount and types of restraints; and selects necessary weapons. • Searches vehicles and inspects and appropriately stores offenders' or detainees' personal property. Ensures a safe and controlled travel environment. • Places restraining devices on the offender(s) or detainee(s) for security during transport. Ensures a secure environment when devices are removed. • Verifies offenders' or detainees' identification with picture ID cards and other methods to ensure certain offenders or detainees are assigned the proper detail. • Performs counts of offenders or detainees and conducts thorough strip/clothes/body searches of offenders and their property for prohibited contraband items. • Secures and maintains possession of clearances and necessary travel documents. Ensures proper exchanges of information. • Minimizes offenders' or detainees' contact and interaction with the public to avoid potentially dangerous or harmful situations. • Inspects restrooms or other areas an offender or detainee may occupy



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	<p>during necessary stops for possible escape routes.</p> <ul style="list-style-type: none"> • Assumes responsibility for significant departmental material resources, such as passenger vehicles, weapons, and communications equipment. • Observe offenders' or detainees' activities to detect unusual or prohibited behavior and potential threats to the safety and security of employees, other offenders, and the public. • Obtains offenders' or detainees' compliance with departmental rules and regulations. • Observes and immediately responds to all incidents, such as assaults on employees or offenders, offender disturbances, or other situations threatening the security of the mission. Controls restrain and subdues disruptive offender(s) to prevent rioting and possible escapes. The appropriate response may include the use of firearms and/or deadly force. • Maintains vigilant adherence to all departmental security policies and procedures. • Contacts federal, state, and local police agencies and sheriff's offices within and outside the MCN reservation and maintains professional courtesy. • Communicates with correctional facilities, jails, and other law enforcement agencies regarding offenders' or detainees' departures and approximate arrival times. • Maintains proper court security coverage and prevents escapes. Shakes down courtroom and lockup areas. • Appropriately counsels offender(s) or detainee(s), including those with discipline problems or mental/physical health issues, to maintain a stable environment. • Contact the prison to arrange twenty-four-hour coverage if an offender or detainee is admitted to a medical facility. Remains with the offender or detainee until properly relieved. • Reviews, handles, and distributes all related travel and court documents. • Assists offender(s) or detainee(s) with completing necessary documents, such as medical forms required for treatment. • Trains and instructs new transportation officers in their assigned duties. • Prepares written records and reports related to the work, including the preparation of reports/documents for illegal acts committed by detainees, for prosecution. • Performs a variety of marginal duties not listed, to be determined and assigned as needed.
<p>Minimum Requirements:</p>	<ul style="list-style-type: none"> • Requires a thorough knowledge or the ability to acquire such knowledge in relatively short periods, road systems, the geography of the MCN reservation, and the location of jails within the reservation. • Must have considerable knowledge of applicable laws, ordinances, departmental rules and regulations, and constitutional rights of individuals. • Must have the ability to give verbal and written instructions and make sound judgments in evaluating situations and making decisions. • Must have considerable knowledge of offender or detainee transports.



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	<ul style="list-style-type: none"> • Requires the ability to deal tactfully but firmly with offenders, jails, and the general public. • Should be able to establish and maintain an effective working relationship with superiors. • Knowledge of record-keeping and reporting systems. • Skill in operation of specialized Law Enforcement equipment. • Ability to meet physical and psychological requirements. • Ability to work long hours and be prepared to respond to emergency calls and requests of service on off-duty hours. • High School diploma or equivalent. • Previous experience preferred but not required.
Preferred Requirements:	<ul style="list-style-type: none"> • Associate's Degree in Criminal Justice or a similar degree. • CDL License with a Passenger Endorsement (P) is preferred but not required. • Firearms Certification and Chemical Agent Certification. • CLEET or FLETC Certification
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.



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

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).**

- 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.



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- 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 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.