



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 12/2/2024 2:25 PM	Employee Requisition Number ER-25074	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT			
Pay Grade SG 11	Salary Range \$35,859-46,820	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:	Under the direction of the Probation and Parole Manager, the Administrative Assistant will facilitate the efficient operation of the Domestic Violence/Probation Unit by performing a variety of high-level administrative tasks.
Principal Duties and Responsibilities:	<p>Duties/Responsibilities:</p> <p>Records Management</p> <ul style="list-style-type: none"> Maintain well-organized database and files on probationers ensuring accurate document storage and retrieval. Maintain probationer documentation of reporting, payment, and compliance history. Monitor mail-in and/or telephonic reporting. Maintain accurate records of clients and officer assignments. Ensure all necessary information and file documentation is obtained and assigned to a probation officer via established rotation. Review jail sheets, arrest reports, and court dockets and promptly notify supervising officer of findings. <p>Probationer Interaction</p> <ul style="list-style-type: none"> Interview probationers by phone or in person at the office, court or designated field sites. Coordinate and assist probationers with enrollment in domestic violation supervision and completion of court-ordered treatment programs. Assist probationers in paperwork completion. Counsel and assist in resolving personal problems affecting the probationer's ability to complete their court-ordered sentences. Make and document monthly contact with probationers. <p>Probation Officer Assistance</p> <ul style="list-style-type: none"> Document and address any non-compliance of probationers by assisting to locate the offender by telephone contact and/or mailing letters. Assist with random call-ins for urinalysis of clients.



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	<p>Administrative/Miscellaneous</p> <ul style="list-style-type: none"> • Maintain discretion in handling sensitive information; confidentiality must be maintained at all times with all information obtained. • Attend court and compliance dockets as scheduled. • Create reports; analyze and interpret data to assist in proper routing of documentation. • Research and maintain a record of resources (binder) to include but not limited to residential and outpatient treatment services to include cost and eligibility requirements for acceptance/admittance into the program. <p>Perform other duties as assigned.</p>
<p>Minimum Requirements:</p>	<p>Associate’s degree in corrections, sociology, social work, criminology, psychology or a closely related field. Training/experience may be substituted for education.</p> <p>Experience: Two years of relevant experience in case management. Knowledge of the criminal justice system, courts, and probation related experience. Proficiency in basic computer skills.</p> <p>Special skills:</p> <ul style="list-style-type: none"> ☐ Excellent verbal and written communication skills to effectively interact with internal and external stakeholders. ☐ Excellent interpersonal and conflict resolution skills. ☐ Excellent organizational skills with attention to detail; ability to accurately complete tasks with a high level of precision. ☐ Excellent time management skills; ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines. ☐ Strong problem-solving skills. ☐ Ability to act with integrity, professionalism, and confidentiality; ability to maintain discretion in handling sensitive information. ☐ Proficient with Microsoft Office Suite, email and other relevant software.
<p>Preferred Requirements:</p>	<p>Bachelor’s degree in corrections, sociology, social work, criminology, psychology or a closely related field.</p> <p>Experience: Three to five years relevant experience in case management and working in a correctional facility.</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>
<p>Valid Oklahoma Driver’s License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

Customer Service:

Responds promptly to customer needs; Responds promptly to voicemails and emails.

Professionalism/

Maintains confidentiality; Keeps emotions under control; Approaches others in a



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- Interpersonal Skills:** 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

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.



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- 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 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:



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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.