



SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation

Human Resources Department

Employee Requisition

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

Submitted Date 1/7/2025 11:05 AM	Employee Requisition Number ER-25135	JOB OPPORTUNITY	
Title/Position: STATE GOVERNMENT RELATIONS SPECIALIST			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Jenks	Location Code: 300	FT/PT Full Time

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

General Summary:	<p>Under the direction of the Secretary of the Nation and the Government Relations Manager, the State Relations Specialist will focus on building and maintaining relationships with state government officials, tracking and influencing state-level legislation, coordinating with contracted lobbyists of the Nation, and advocating for the priorities of the Muscogee (Creek) Nation. The position will provide strategic guidance on state policies affecting the Nation and assist in coordinating advocacy efforts. The State Relations Specialist will also represent the Nation in meetings and events related to state government affairs. Selected candidates will be expected to be present at the Oklahoma State Capital during the legislative session and be available for regular travel to the Tribal headquarters in Okmulgee and the Secretary of the Nation’s office in Jenks, OK.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Advocacy and Relationship Building: <ul style="list-style-type: none"> o Establish and maintain effective relationships with state legislators, agencies, and officials to promote the Nation’s interests. o Coordinate visits, events, and meetings with state government representatives. 2. Policy Monitoring and Analysis: <ul style="list-style-type: none"> o Track and analyze state legislation and administrative actions that may impact the Nation’s interests. o Provide recommendations on how state policies and legislation may affect tribal operations and sovereignty. 3. Legislative Strategy Development: <ul style="list-style-type: none"> o Work closely with the Government Relations Manager and Tribal Policy Analyst to develop legislative strategies that align with the Nation’s goals. o Prepare briefings, talking points, and presentations for leadership. 4. Representation and Communication:



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- 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.
Works within the approved budget; Conserves organizational resources.
- Ethics:** 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.
- 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.



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- 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:

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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	<ul style="list-style-type: none"> o Represent the Muscogee (Creek) Nation at state-level meetings, conferences, and hearings. o Draft correspondence, position statements, and reports for distribution to state officials and stakeholders. <p>5. Collaboration and Coordination:</p> <ul style="list-style-type: none"> o Collaborate with internal departments to gather information and feedback regarding state-level initiatives. o Support tribal leadership and other departments in engaging with state officials and organizations.
<p>Minimum Requirements:</p>	<ul style="list-style-type: none"> · Bachelor’s degree from an accredited institution in Political Science, Public Administration, Communications, or a related field. · At least two (2) years of experience in state government relations, legislative affairs, or policy advocacy. · Knowledge of Tribal government systems and the relationship between Tribal Nations and state governments. · Strong written and verbal communication skills, with experience in presenting to diverse audiences. · Demonstrated ability to analyze complex legislation and regulations. · Excellent organizational skills and ability to manage multiple priorities effectively. · Proactive and strategic thinker with a strong sense of initiative. · Ability to build consensus and work collaboratively with diverse stakeholders. · High ethical standards and commitment to advancing Tribal sovereignty and self-determination.
<p>Preferred Requirements:</p>	<ul style="list-style-type: none"> · Master’s degree in Public Policy, Law, or a related field. · Familiarity with Oklahoma state government and legislative processes. · Experience working with Tribal Nations or advocacy groups. · Background in lobbying or grassroots advocacy at the state level.
<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/
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.



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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.