



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 12/07/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ENROLLMENT SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: CITIZENSHIP STAFF	Location: Okmulgee	Location Code: 41	FT/PT 1-Full Time

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

General Summary:	It is the responsibility of the Enrollment Specialist to process citizenship applications for enrollment into the Muscogee (Creek) Nation. The Enrollment Specialist will verify the lineal ancestry of applications, ensuring that all guidelines/procedures for enrollment are precisely and accurately followed.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1) Knowledge of the Muscogee (Creek) Nation Code Annotated, Citizenship/Census, Title 7 establishing the citizenship roll and making provisions for enrollment of tribal citizens. 2) Knowledge of the Bureau of Indian Affairs rules and regulations for issuing CDIB cards. 3) Operations of the enrollment database to issue new citizenship ID card with the signature photo, and detailed enrollment information. 4) Researching the ancestral lineage beginning with the applicant to the 1906 Dawes Commission original enrollee for proof of tribal affiliation. 5) Review all submitted documentation for accurate data/facts for certification purposes. 6) Drafting/typing correspondence to members/ prospective citizens for documentation. 7) Verify that the No Dual Enrollment policy is strictly enforced. 8) Re-issue citizenship cards including the review of existing CDIB files & citizenship files for accuracy. 9) Travel as needed to perform remote enrollment functions. 10) Issue and receive CDIB & Citizenship applications from prospective citizens. 11) Assigning Muscogee (Creek) Nation roll number and issuance of tribal citizenship cards. 12) Answer all enrollment questions via telephone, walk-in visitors, and correspondence. 13) All other duties as assigned.
Minimum Requirements:	Knowledge of Tribal Enrollment. Two years of college level computer courses preferred. Computer literate in word processing and database programs. Detail oriented clerical capabilities. Ability to interact with the public on a daily basis. Experience in working within a tribal environment.



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	Ability to work in a fast paced and ever-changing environment. Ability to pass an NCIC background check.
Preferred Requirements:	Microsoft Office Professional for Mac, FileMaker, familiarity with iPads and Apple iMac computers, and basic photo editing knowledge.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- 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.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- 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.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

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 Required

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

Disclaimer:



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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.