



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 04/04/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ASSISTANT ATTORNEY GENERAL			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: ATTORNEY GENERAL	Location: Okmulgee	Location Code: 80	FT/PT 1-Full Time

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

General Summary:	Assistant AG is directly responsible to the Attorney General and will assist in carrying out any function, duty or responsibility delegated to them. The Assistant AG will assist in the prosecution of criminal, juvenile and elder cases and matters on behalf of the MCN. Assistant AG will provide legal advice and counsel to the various departments and agencies of the MCN; negotiation, review and drafting of contracts; negotiation and purchase of commercial and individual property for the MCN Perform other duties as assigned by the Attorney General.
Principal Duties and Responsibilities:	Assistant AG is directly responsible to the Attorney General and will assist in carrying out any function, duty or responsibility delegated to them. The Assistant AG will assist in the prosecution of criminal, juvenile and elder cases and matters on behalf of the MCN. Assistant AG will provide legal advice and counsel to the various departments and agencies of the MCN; negotiation, review and drafting of contracts; negotiation and purchase of commercial and individual property for the MCN Perform other duties as assigned by the Attorney General.
Minimum Requirements:	Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.
Preferred Requirements:	Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law. Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	<ol style="list-style-type: none"> 1. Must be licensed to practice law in an state and must be in good standing with that jurisdiction. 2. Must be willing to become licensed to practice law in Oklahoma. 3. Must be a member of the MCN Bar Association in good standing or be eligible to become a member.



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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:

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.