



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 05/01/2019	Employee Requisition Number ER-19158	JOB OPPORTUNITY	
Title/Position: RECEPTIONIST/SECRETARY			
Pay Grade SG 8	Salary Range \$25,168-32,822	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:	The Receptionist/Secretary will screen all calls. Performance of general office duties, including drafting and typing correspondence, reports, filing, closing files and scheduling appointments. Maintain the office systems under the supervision of the Office Manager. Serve as a notary public and executing documents as required. Perform all other duties assigned and deemed necessary.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Receive and screen all incoming calls and direct to appropriate office; 2. Greet all visitors in a professional and courteous manner and refer them to the proper individual or department; 3. Make appropriate responses to inquiries in a polite and pleasant and informative manner; 4. Shall open communications at 8:00 a.m. and close at 5:00 p.m. each business day; 5. Give support to Legal Secretaries in preparation of pleadings and correspondence; 6. Must be able to interact with the public with a high degree of professionalism; 7. Coordinate administrative staff activities to ensure maximum efficiency; 8. Perform other duties as assigned.
Minimum Requirements:	High School Diploma or equivalent
Preferred Requirements:	Associates Degree Business Administration
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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- 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:

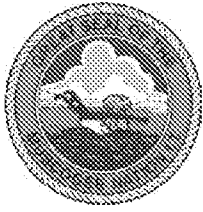
- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.



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