



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 07/18/2019	Employee Requisition Number ER-19224	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE SECRETARY			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: HEAD START	Location: Okmulgee	Location Code: 108	FT/PT 1-Full Time

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

General Summary:	<p>Works as a team member.</p> <p>Maintains the office running smoothly and efficiently.</p> <p>Provide administrative and clerical duties and provides support to management.</p> <p>Handles office schedules, organizes files, answers phones and performs an array of essential tasks.</p>
Principal Duties and Responsibilities:	<p>Ability to multi-task and take instruction from many sources.</p> <p>Have strong interpersonal skills and a positive attitude.</p> <p>Schedules appointments and updates calendars.</p> <p>Responsible for handling of mail and faxes. Opens, reviews, sorts and distributes mail to the appropriate recipients.</p> <p>Maintains email lists and distributes information to staff.</p> <p>Reviews outgoing correspondence for grammar, correctness and completeness, and ensures that appropriate material is attached.</p> <p>Prepares memos or other reports for internal and external distribution.</p> <p>Prepares travel authorizations, registrations and prepares travel expense reports.</p> <p>Maintains a filing system, both electronic and paper.</p> <p>Maintain office supplies and orders replacements as required. Coordinates the ordering of supplies, materials and equipment for the kitchen.</p>



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	<p>Maintains personnel files for the Head Start staff.</p> <p>Establishes and maintains up-to-date record keeping systems and enters data into the computer as needed and provides the Head Start Manager with summary reports.</p> <p>Ensuring the confidentiality of all records and information.</p> <p>Attends staff and management meetings as requested.</p> <p>Must dress and conduct self in a professional manner befitting the position at all times, whether at the office, at meetings, workshops or conferences.</p> <p>Must attend in-state and out-of-state workshops, conferences and training upon request by Manager.</p> <p>Must report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Policies, Tribal, State and Federal laws.</p> <p>Must sign statement of understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Must be willing to stay after hours, if necessary, to complete an important task or meeting.</p> <p>Must be familiar with the Head Start Performance Standards, Head Start Act, and be willing to participate in on-site reviews.</p> <p>Knowledge of general office procedures, spreadsheets, including Word and Excel.</p> <p>Ability to operate office equipment (fax, copier, mail, etc.)</p> <p>Ability to type at least 40 words per minute.</p> <p>Must have good oral and written communication skills and proper telephone etiquette.</p> <p>Must have a physical annually and an initial TB skin test.</p> <p>Performs other duties as assigned by the Manager.</p>
Minimum Requirements:	<p>High School diploma with additional college course in office management or bookkeeping and one year experience in office management.</p> <p>Applicant must be skilled in word processing, data base and spreadsheet software applications.</p>
Preferred Requirements:	<p>Associates Degree in Office Science or a related field.</p>



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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:

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:



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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.