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 04/04/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **POLICE OFFICER**			
Pay Grade SG 9	Salary Range $28,308-36,940	Classification Full Time	
Department: LIGHTHORSE	Location: Tulsa	Location Code: 30	FT/PT 1-Full Time

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

General Summary:	In order to be qualified for the position of Police Officer I, a person shall be 21 years of age and currently pursing fifteen hours of college credit toward an Associate's Degree and CLEET certified. All persons who are employed as Lighthorse police officers as of the date of enactment of this law shall be afforded three years to complete the requirement of completion of fifteen hours of college credit; provided they continue to work towards their Associate's Degree. The Nation shall assist said officers in obtaining the funding needed to complete the college hours; provided that if special appropriations are made to pay for college credit, the officer shall sign a contract requiring repayment of the funds if the officer leaves or is terminated from employment with the Nation within a specific time.
Principal Duties and Responsibilities:	1. Apprehend and arrest on view or on warrant and bring to justice all Indian violators of Muscogee (Creek) Nation Law; 2. Apprehend and arrest all persons violation federal and state law if authorized by a Cross-Deputization Agreement and turn them over to the proper authorities; 3. Suppress all riots, affrays, and unlawful assemblies that may come to their knowledge, and generally to keep the peace; 4. Serve all warrants, writs, executions, and other processes properly directed and delivered to them; 5. Carry out all orders of the District Court and the Supreme Court of the Muscogee (Creek) Nation; and 6. Perform all duties pertaining to the office of the police officer.
Minimum Requirements:	Must be 21 years of age and have at least 15 hours working toward an Associate's Degree.
Preferred Requirements:	Associate's Degree and CLEET certified
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Revised: 04/12/2014
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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.

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