



Muscogee (Creek) Nation
Human Resource Management Services

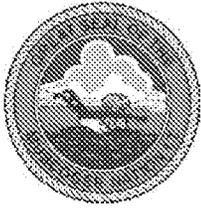
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 04/29/2016	Employee Requisition Number ER-16148	JOB OPPORTUNITY	
Title/Position: PROCUREMENT TECHNICIAN			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: PROCUREMENT	Location: Okmulgee	Location Code: 73	FT/PT 1-Full Time

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

General Summary:	The Procurement Technician assists in the application of general accepted procurement practices to all relevant Muscogee (Creek) Nation procurement transactions.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Upon receipt of purchase requisition from requesting office, assigns vendor number from the vendor numbering controls. 2. Research and verify purchase is an allowable cost per 2 CFR Part 225 (formerly OMB Circular A-87). 3. Responsible for inputting purchase requisition information into the automated accounting system for issuance of a purchase order. 4. Match printed purchase order with the corresponding requisition and submit to the Procurement Manager for review. 5. Ensure proper distribution is made of approved purchase order. 6. Responsible for ensuring that purchase order files are maintained according to the office operating guidelines and procedures. 7. Add new vendors to vendor file and update vendor files as requested by vendor for new address, W-9, etc. 8. Obtain W-9's for all vendors. 9. Update the W-9 file control for child care providers, subcontractors, and vendors. 10. Continue to be well-versed in all related procurement policies and procedures to provide assistance to all departments within the Muscogee (Creek) Nation. 11. Upon receipt of Authorization for Payment (AFP), telephone



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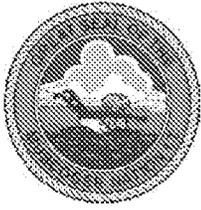
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	<p>payments, utility payments, etc., responsible for assigning a vendor number prior to submitting to accounting for processing the payment.</p> <p>12. Provides assistance to all departments within the Muscogee (Creek) Nation with bids for equipment, computers, etc., and ensures actions are within the procurement policy.</p> <p>13. Assume additional duties and responsibilities as may be reasonably expected of a person in this position.</p>
Minimum Requirements:	1. Minimum Requirements – High School or GED with experience in purchasing. Must possess excellent oral and written communication skills. Must be computer literate
Preferred Requirements:	2. Preferred Requirements – Knowledge of Muscogee (Creek) Nation
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:



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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.