



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 08/17/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT II			
Pay Grade HG 11	Salary Range \$35,859-46,820	Classification Hourly	
Department: TRIBAL CONSTRUCTION	Location: Okmulgee	Location Code: 207	FT/PT 11-Part Time Temporar y

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

General Summary:	<p>The Administrative Assistant II is responsible for executing administrative policies under established control procedures. Must possess an advanced understanding of computer operations to establish accurate record keeping of construction projects. Establish and maintain a divisional filing system, update and create operational forms, ensure operational capability of office machines. The Administrative Assistant II will assist in the preparation and administration of construction contracts, as well as office accounting documentation, i.e., expense reports, travel requests and procurement activity pertaining to construction projects.</p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintains office control, in terms of protocol to policies and procedures; 2. Maintains daily attendance records of staff; 3. Facilitates documents, i.e., correspondence, reports, proposals, contracts; 4. Compose routine letters and memorandums; 5. Assembles quarterly reports based on status of construction projects; 6. Reviews/sorts incoming and outgoing correspondence; 7. Maintain calendar of appointments for Manager; 8. Prepares annual budget for Tribal Construction Program; 9. Establishes and maintains construction and administrative files; 10. Prepares travel requests, arrangements and expense reports; 11. Accounts payable relative to daily administration of Tribal Construction operations; 12. Contract administration in terms of budget, insurance



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	<p>requirements, adherence to construction deadlines, internal protocol procedures;</p> <p>13. May coordinate procurement activity, i.e., ads, plan rooms, as required;</p> <p>14. Frequently interacts with architects and general contractors in the progress of construction projects relative to notices to proceed, change orders, purchase requisitions, payment applications;</p> <p>15. Reviews in detail all construction payment applications for accuracy before submission for approval for payment by Tribal Engineer;</p> <p>16. Creates/updates forms;</p> <p>17. Monitors expenditures and maintains account information on all construction projects;</p> <p>18. Record and transcribes minutes of pre-bid, pre-construction, bid opening meetings as needed;</p> <p>19. Attend training as needed;</p> <p>20. Assist other programs as required;</p> <p>21. Other duties as assigned by the Manager.</p>
<p>Minimum Requirements:</p>	<p>Associate's degree in Office Administration of Secretarial Science or four years experience in a secretarial/administrative position with an emphasis in computer science. Experience may be substituted for education requirements. Knowledgeable in WordPerfect, Microsoft Word, Excel, PowerPoint, Adobe Acrobat.</p>
<p>Preferred Requirements:</p>	<p>Bachelor's Degree in Office Administration, Business or Computer Science. Six years experience in a secretarial position.</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

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.



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