



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 11/01/2016	Employee Requisition Number ER-17062	JOB OPPORTUNITY	
Title/Position: STAFF ATTORNEY			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: SUPREME COURT	Location: Okmulgee	Location Code: 20	FT/PT 1-Full Time

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

General Summary:	The Staff Attorney is a professional position within the administrative office of the Muscogee (Creek) Nation Supreme Court under the general direction of the Chief Justice. The Research Attorney is responsible for maintaining a current Docket; preparing draft orders; researching legal materials; preparing legal memorandums for the Supreme Court Justices that include identification of issues, statutory and regulatory authority, relevant legal authorities and any Muscogee (Creek) precedents; preparing current listings of citations and legal references to all relevant Muscogee (Creek) Nation laws and other federal and state law as applicable; maintaining accurate records of all legislative bills and ordinances; and writing draft opinions.
Principal Duties and Responsibilities:	Maintains a weekly current Docket on excel spreadsheet. • Prepares draft orders as directed for review of the Supreme Court Justices. • Researches all legal materials with both primary and secondary sources on any given issue. • Prepares legal memorandums for the Supreme Court Justices that include identification of issues, statutory and regulatory authority, and relevant legal authorities and any Muscogee (Creek) precedents. • Prepares current listings of citations and legal references to all relevant Muscogee (Creek) Nation laws and other federal and state law as applicable. Checks all legal sources to insure no case law or statute has been overruled or modified. • Maintaining accurate records of all legislative bills and ordinances and provides them to Supreme Court Justices upon request. • Writes draft opinions as assigned.
Minimum Requirements:	The candidate must be graduated from an accredited law school, be a member in good standing of a state bar association, and have a minimum of three years as a practicing attorney in the field of Indian law. The candidate must demonstrate the ability to analyze legal issues and identify relevant statutes, case opinions and court policies. The candidate must have strong writing skills and demonstrate the ability to prepare legal memoranda and other documents as assigned.



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	The candidate must be able to work independently and to establish work priorities; deal effectively with attorneys, court officials, justices and general public; and handle sensitive matters on a confidential basis.
Preferred Requirements:	Knowledge of the Muscogee (Creek) judicial system and laws preferred. Knowledge of applicable court jurisdiction and court procedures preferred.
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:



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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.