



Human Resources P.O. Box 400 Okmulgee, OK 74447

POSITION: Staff Attorney-(Alexander Building)-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-39

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

DESCRIPTION OF ASSIGNMENT: The Staff Attorney is a professional position within the administrative office of the Muscogee (Creek) Nation Department of Health. The Staff Attorney is responsible for maintaining a current Docket; preparing draft orders; researching legal materials; preparing legal memorandums 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 laws as applicable; maintaining accurate records of all legislative bills and ordinances; and writing draft opinions.

REQUIREMENTS: Candidates must meet the following requirements:

Must be a graduate from an accredited law school, and a member in good standing of a state bar association. A minimum of three (3) years as a practicing attorney in the field of Indian law is required. Must demonstrate the ability to analyze legal issues and identify relevant statutes, case opinions and court policies. Knowledge of the Muscogee (Creek) judicial system and laws preferred. Knowledge of applicable court jurisdiction and court procedures preferred.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

- a) Strong writing skills and demonstrate the ability to prepare legal memoranda and other documents as assigned.
- b) 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.
- c) Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.
- d) Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- e) Written Communication: Writes clearly and informatively; Able to read and interpret written information.
- f) Teamwork: Balances team and individual responsibilities.
- g) Visionary Leadership: Inspires respect and trust.
- h) Ethics: Treats people with respect; keeps commitments; inspires the trust of others; Works with integrity and ethically; upholds organizational values.
- i) Organizational Support: Follows policies and procedures; Supports organization's goals and values.
- j) Quality: Demonstrates accuracy and thoroughness.
- k) Quantity: Completes work in timely manner.
- l) Safety and Security: Observes safety and security procedures.
- m) Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- n) Dependability: Follows instructions, responds to management direction.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date