



# Administrative Analyst

Okmulgee/Council Oak – I.T.

**VACANCY ANNOUNCEMENT:** VA 25-02

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

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Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health is an integrated system of six health centers, an Express Care Clinic, three 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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to provide administrative, clerical and secretarial support to the Medical Informatics Manager. Responsible for office management and Incumbent may also act as intermediary between Information Technology department and Technology and Analytics Officer. This position will be at the I.T. Department in Okmulgee, OK or at the Council Oak Comprehensive Health Care in Tulsa, Ok.

**REQUIREMENTS:** High School Diploma or GED equivalent is required. An Associate's degree is preferred. A background in tribal government, grants management, and information technology preferred. A minimum of three (3) years' relevant experience is required. Five (5) years of experience in office management/bookkeeping 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.

- Knowledge of office operations and the ability to use personal computers operating general office software in a Windows environment.
- Ability to learn the Department of Health's requisition procedures, formats, and protocols.
- Knowledge of advanced computer and administrative support skills.
- Qualifying ability to type accurately with grammar and composition skills; ability to proofread documents.
- Ability to utilize secretarial and other references to produce proper and accurate documents.
- Ability to exercise sound independent judgment, establishing work priorities with minimal supervision.
- Ability to assist with meeting assignment deadlines and interpret established policies and procedures.
- Ability to communicate courteously and effectively with all staff as well as the public, both orally and in writing.
- Ability to maintain a confident, professional demeanor.
- Ability to maintain strict confidentiality.
- Skill and ability to file, organize and retrieve data and information. Must possess strong organizational skills.

**APPLICATION PROCEDURES:** Apply online at Department of Health Application. (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 Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date