



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

POSITION: Administrative Assistant (BHS)-HIV/Trauma Grant-Okmulgee **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-21-369 **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 purpose of the position is to provide administrative, secretarial, and clerical support to the program to achieve goals, objectives and operations of the Health System.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED required. One (1) year related experience is preferred. Valid Oklahoma driver license required. Completion of Secretarial Training Program or related education is preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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.

1. Ability to learn the procedures, formats and maintains protocol of the Health System.
 2. Knowledge and skill in the use of computer applications in MS Window environment.
 3. Ability to maintain a confident and professional demeanor, communicate courteously and effectively with executive-level staff as well as the public, other orally and in writing.
 4. Ability to exercise sound independent judgement, establishing work priorities with minimal supervision.
 5. Ability to meet assignment deadlines and interpret established policies and procedures.
 6. Skill and ability to file, organize and retrieve data and information. Must possess strong organizational skills.
 7. Ability to maintain consumer confidentiality.
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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 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