



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Administrative Assistant-Council Oak
VACANCY ANNOUNCEMENT: CN-22-30

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 purpose of the position is to provide administrative, secretarial and clerical support to administrative staff. Incumbent will be under the supervision of the COO and CFO. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. One (1) year of related experience is preferred. Completion of a Secretarial Training Program or related education is preferred but not required. **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 protocols of the assigned facility and the Muscogee Nation Health System (MNHS).
2. Knowledge of personal computers and their applications in a Windows environment utilizing Microsoft Word, Excel, PowerPoint, etc.
3. Ability to maintain a confident and professional demeanor, communicate courteously and effectively with executive-level staff as well as the public, both orally and in writing.
4. Ability to exercise sound independent judgement, establishing work priorities.
5. Ability to meet assignment deadlines and interpret established policies and procedures.

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 [\(918\) 762-0302](tel:9187620302). 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