



# Administrative Assistant

## Medical Center

**VACANCY ANNOUNCEMENT:** VA 24-325

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

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.

**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 Health System Administrator. This position is located at the Muscogee (Creek) Nation Medical Center in Okmulgee, OK.

**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.

**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.

- Ability to learn the procedures, formats and protocols of the assigned facility and the Muscogee Creek Nation Department of Health (MCNDOH).
- Knowledge of personal computers and their applications in a Windows environment utilizing Microsoft Word, Excel, PowerPoint, etc.
- 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.
- Ability to exercise sound independent judgement, establishing work priorities.
- 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 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.

Staffing Coordinator

Date