



## CHOCTAW FIRE DEPARTMENT

PHONE (601) 656-0620 / FAX (601) 656-0686  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
13741 HIGHWAY 16 WEST  
CHOCTAW, MS 39350

### JOB ANNOUNCEMENT # 173079

**POSITION TITLE:** Fire Fighter II  
(EMT-B)- **REQUIRED**

**SALARY:** Negotiable

**OPENING DATE:** APRIL 11, 2018 **APR 11 2018**

**CLOSING DATE:** APRIL 25, 2018 OR UNTIL FILLED

**SUPERVISOR:** Director, Choctaw Fire Department

#### SCOPE OF SERVICE AND EFFECT:

Fire fighting is a professional career. A fire fighter must be physically fit, mentally ready, and well trained to handle the stress and responsibilities that will face him/her during the course of the job.

#### DUTIES AND RESPONSIBILITIES:

1. Maintain fire apparatus and equipment on a daily basis.
2. Maintain fire station on a daily basis.
3. Respond to all emergency calls in a professional manner.
4. To continually prepare himself/herself to meet the challenge of emergency response work.
5. To help prepare the Mississippi Band of Choctaw Indians for emergencies.
6. To help prevent emergencies and disasters.
7. Stay current on State and National EMT Certification, including all necessary schools, refreshers, and training.
8. Produce and maintain medical records on all patients you treat.
9. Any and all other duties as assigned by supervisors.
10. Maintain a good state of physical fitness. Mandatory physical fitness workouts.
11. Function as a team member at all times in a professional manner.
12. Be available for extra duty and call backs to emergencies as needed.
13. Must pass CPAT exam at MS State Fire Academy within 6 months of employment.

**WORK ENVIRONMENT:** This person works at the Choctaw Fire Department.

#### QUALIFICATIONS:

1. Applicant must be at least 21 years of age.
2. Applicant must be in good physical/mental health and maintain while employed.
3. Applicant must have valid Mississippi Driver's License and good driver history.

4. Applicant must have ability to meet and deal with a wide variety of people in stressful situations.
5. Applicant must be willing to attend job related courses at CFD and away for the duration of employment.
6. Applicant must have High School diploma or GED, certificates required.
7. Preferential treatment will be extended to qualified Indian applicants and for prior training in related fields.
8. Applicant must possess reliable transportation.
9. Applicant must have and maintain telephone in residence or reliable cell phone.
10. Applicant must have Nationally Registered Emergency Medical Technician, and maintain for duration of employment.
11. Cannot have any felony charges, past, or present.
12. Must pass detailed background check.
13. Basic reading, writing, math and computer skills.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350