



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #076256

JOB TITLE: Clerical Assistant

OPENING DATE: APRIL 16, 2020

CLOSING DATE: APRIL 30, 2020 OR UNTIL FILLED

SALARY: Education Compensation Plan

SUPERVISOR: School Principal

TYPE OF EMPLOYMENT: Regular Full Time, 210 Contract Days

JOB LOCATION: Bogue Chitto Elementary School

SCOPE OF SERVICE:

The Clerical Assistant will have the responsibility of assisting the School Secretary of receiving school visitors and performing all general secretarial duties.

DUTIES AND RESPONSIBILITIES:

1. Welcome visitors and arrange for their comfort and screen unexpected callers in accordance with school policies.
2. Assist in maintaining filing systems for correspondence, purchase orders, invoices and time and attendance.
3. Assist in gathering and organize pertinent data as needed and use it into a useable form.
4. Encourage and maintain positive, pleasant, and friendly office atmosphere.
5. Assist in distributing and processing incoming correspondence as instructed.
6. Assist in typing correspondence, reports and records in a timely and accurate manner.
7. Aid in preparation of educational materials, including typing, duplicating, binding and dissemination.
8. Assist in maintaining a schedule of appointments, meetings and making arrangements for conferences and interviews.
9. Receiving incoming telephone calls in a professional, friendly manner and accurately record and deliver messages.
10. Assist in maintaining supplies for adequate school and office operations.
11. Maintain confidentiality of student records and information pertaining school business.
12. Perform other duties and responsibilities as assigned by supervisor.

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CLERICAL ASSISTANT
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QUALIFICATIONS:

1. High School diploma or GED with preference given to applicants with college or business school training in secretarial skills.
2. Preference for prior work experience requiring extensive record keeping and typing.
3. Knowledge of and experience with the operation of office machines, computers and word processing.
4. Above average typing skills (50 wpm) with fewer than five errors.
5. Good written and oral communication skills
6. Demonstrate positive attitude, work habits, and ability to get along with others.
7. Employee in this position is subject to random drug testing.
8. Ability to follow instructions, complete work assignments in a timely manner and function under deadlines and administrative pressures.
9. Must have a valid Mississippi driver's license, reliable transportation and liability insurance.

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:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member so support such a 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisor and has no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

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