



## 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:** JANUARY 03, 2020 **JAN 03 2020**

**CLOSING DATE:** JANUARY 10, 2020 OR UNTIL FILLED

**SALARY:** Education Compensation Plan

**SUPERVISOR:** School Principal

**TYPE OF EMPLOYMENT:** Regular Full Time, 245 Contract Days

**JOB LOCATION:** Choctaw Central Middle 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:**

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