



CHOCTAW GAMING COMMISSION

PHONE: (601)656-6038 / (601)656-6129

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6045
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #406350

POSITION TITLE: Secretary-Receptionist

SUPERVISOR: Chairperson

OPENING DATE: DECEMBER 02, 2020 **DEC 02 2020**

CLOSING DATE: DECEMBER 16, 2020 OR UNTIL FILLED

LOCATION(S): Choctaw Gaming Commission
Choctaw, MS

TYPE OF EMPLOYMENT: Regular, Full-Time

GRADE: 8

JOB CLASSIFICATION: Non-Exempt

Scope of Work:

The Secretary will perform numerous secretarial and clerical functions including, but not limited to, administrative duties, telephone reception, typing, and records management. The incumbent will serve as Secretary to the Associate Commissioners.

Responsibilities and Duties:

The Secretary is responsible for the following:

1. Report to work Monday through Friday, 8:00 a.m. to 4:30 p.m. occasionally will be expected to work on weekends or when required.
2. Operate the switchboard by answering telephone calls in a friendly, courteous manner and route call to appropriate staff. Should staff not be available, take messages inquiring name and a callback number of the caller and deliver promptly. Screen calls for the Commissioners.
3. Perform a variety of general secretarial duties and clerical tasks. These duties and responsibilities include and are not limited to the following: recordkeeping, routine correspondence, accounts payable, data entry, type and process purchase orders, verify time and attendance record, travel requests, petty cash, typing, use office equipment, etc.
4. Utilize basic computer skills in creating documents, sorting information, and filing reports for the Gaming Commission.
5. Will serve as Secretary to the Associate Commissioners, assisting them with projects and correspondence.
6. Maintain and keep all files records and reports confidential.

7. Occasional over-night, out-of-town travel.
8. Other duties as assigned by the Chairperson.

Work Environment:

This position is located in a professional office at the Choctaw Gaming Commission. The position is sedentary. Must be able to lift up to 30 pounds of weight comfortably.

Qualifications:

The minimum qualifications for the Secretary/Receptionist are:

1. An Associate Degree in Office Systems Technology or in related field preferred.
Transcript Required
2. Typing speed of 60 wpm; typing test required.
3. Some experience in bookkeeping
4. Good communication skills, written and oral.
5. Must be able to work effective and efficiently with minimal supervision.
6. Must be able to write, compile and complete reports in a timely manner.
7. Computer skills are extremely important. Must be able to use Word and Excel.
8. Must possess personal vehicle, valid driver's license and liability insurance.

Special Note:

All employees and members of the Choctaw Gaming Commission are subject to the Conflict of Interest Provision of Restated Title 15, Section 15 1-4 of the Choctaw Tribal Code.

****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 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