



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 #401256

JOB TITLE: School Secretary

OPENING DATE: AUGUST 10, 2020

CLOSING DATE: AUGUST 17, 2020 OR UNTIL FILLED

SALARY: GRADE 8, TRIBAL PAY PLAN

SUPERVISOR: School Principal

TYPE OF EMPLOYMENT: Regular Full Time, 245 Contract Days

JOB LOCATION: Standing Pine Elementary School

SCOPE OF SERVICE:

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

DUTIES AND RESPONSIBILITIES:

1. Welcome visitors and arrange for their comfort and screen unexpected callers in accordance with school policies.
2. Maintain filing systems for correspondence, purchase orders, invoices and time and attendance.
3. Obtain, gather and organize pertinent data as needed, and put it into a useable form.
4. Encourage and maintain positive, pleasant, and friendly office atmosphere.
5. Distribute and process incoming correspondence as instructed.
6. Type correspondences, reports and records in a timely and accurate manner.
7. Aid in preparation of educational materials, including typing, duplicating, binding and dissemination.
8. Maintain a schedule of appointments, meetings and making arrangements for conferences and interviews.
9. Receive incoming telephone calls in a professional, friendly manner and accurately record and deliver messages.
10. Maintain 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.

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 basic account principles.
4. Knowledge of and experience with the operation of office machines, computers and word processing.
5. Above average typing skills (50 wpm) with fewer than five errors.
6. Good written and oral communication skills
7. Demonstrate positive attitude, work habits, and ability to get along with others.
8. Ability to follow instructions, complete work assignments in a timely manner and function under deadlines and administrative pressures.
9. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
10. Employee in this position is subject to random drug testing.
11. 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