



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

PHONE (601) 650-1658 / FAX (601) 650-1674
P. O. BOX 6012 / CHOCTAW, MS 39350

COURT SERVICES

PHONE (601) 663-7822 / FAX (601) 663-7821
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350

JOB ANNOUNCEMENT: # 362348

POSITION TITLE: Receptionist
SALARY RANGE: Negotiable
OPENING DATE: **OCTOBER 06, 2020** **OCT 06 2020**
CLOSING DATE: **OCTOBER 20, 2020**
SUPERVISOR: Court Services Director
TYPE OF EMPLOYMENT: Regular Full Time
JOB LOCATION: Smith John Justice Complex

SCOPE OF SERVICES:

The receptionist will support the operation of the program office and assist the staff in various aspects of their work.

RESPONSIBILITIES

1. Receive and screen telephone calls and greet visitors in a professional, friendly manner. Accurately record and deliver messages.
2. Perform all duties necessary for the effective and efficient operation of the program office
3. Type letters, memorandums and other documents while checking for accuracy of grammar, spelling, format, and punctuation.
4. Deliver outgoing mail. Pickup incoming mail, record mail in log book, and submit documents to appropriate staff.

5. Maintain confidentially of all information.
6. perform other administrative duties as assigned by the supervisor.

QUALIFICATIONS:

1. Minimum of high school diploma with preference to applicants with secretarial skills.
2. Good oral and written communication skills. Preference for oral proficiency in both Choctaw and English language.
3. Ability to operate office machines, such as computer, calculator, copier, and fax machine .
4. Knowledgeable in various computer programs, Microsoft Word, Excel.
5. Dress accordingly to a professional environment.
6. Willing to learn Court Procedures.
7. Good work habits, attendance record and interpersonal 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