



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUNCEMENT # 117376

POSITION TITLE: Human Resources Data Entry/File Clerk-Temporary
SALARY: Grade 7
SUPERVISOR CHC Human Resources Director
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Temporary (Casual Full Time); Non-Essential; Non-Exempt
OPENING DATE: **SEPTEMBER 28, 2020 SEP 28 2020**
CLOSING DATE: **OCTOBER 12, 2020 OR UNTIL FILLED**

SCOPE OF SERVICES AND EFFECT:

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi, off of state Highway 16 on the Mississippi Band of Choctaw Indians Reservation. The tribe consists of eight communities, Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is an 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

****THIS IS A TEMPORARY POSITION FOR SIX MONTHS FOR THE COVID-19 PANDEMIC****

The HR Data Entry/File Clerk performs a variety of clerical, recordkeeping, and customer services tasks to assist with the smooth operation of the department.

DUTIES AND RESPONSIBILITIES:

- Greets and directs visitors and staff.
- Answers phone calls and emails; directs phone calls to appropriate department or staff member.
- Performs data entry and filing tasks for the human resources department and confidential employee or departmental files.
- Receives, records, and distributes packages or mail.
- Copies, collates and otherwise prepares reports for mailing, meetings, and other correspondence.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to greet visitors, patients, vendors and colleagues in a friendly and courteous manner.
- Ability to type at least 50 wpm.
- Ability to proofread.
- Proficient in Microsoft Office Suite or similar software.
- Basic understanding of office equipment.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently and identify and solve problems.
- Ability to organize and prioritize work.

WORK ENVIRONMENT:

The work is performed in a hospital office setting. There is common exposure to contagious disease.

PHYSICAL DEMANDS (IF APPLICABLE):

The work involves prolonged periods sitting at a desk and working on a computer, standing, or walking for prolonged period of times. Must be able to lift up to 15 pounds at times.

QUALIFICATIONS:

1. High School graduate or GED graduate. One year of clerical work experience preferred. **(DIPLOMA OR GED CERTIFICATE MUST BE ATTACHED TO THE APPLICATION.)**
2. Ability to communicate in Choctaw and English.
3. Communication in Choctaw is preferred.
4. Skilled in interpersonal relationships and the ability to effectively communicate with the general public and colleagues and occasionally handle the hostile and disgruntled client.
5. Successful completion of criminal background checks and pre-employment drug test with acceptable results. **(REQUIRED)**

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual exam is required while employed,

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

Note: The Administrative Personnel Policy and 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 vacancy within 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 apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has not right to direct, demand or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

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