



**MISSISSIPPI BAND OF CHOCTAW INDIANS  
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090  
CHOCTAW, MS 39350  
PHONE (601)650-1522 / FAX (601)656-4839

## **JOB ANNOUNCEMENT #563004**

**Position Title:** Distribution Assistant  
**Opening Date:** DECEMBER 15, 2021 **DEC 15 2021**  
**Closing Date:** DECEMBER 29, 2021 OR UNTIL FILLED  
**Supervisor:** Distribution Manager  
**Salary Grade:** Grade 10  
**Employment Type:** Regular Full-Time, Non-Exempt

### **Scope of Service:**

The Distribution Assistant will be responsible for handling day-to-day administrative functions of the Tribal distribution office efficiently, effectively and in accordance with all Tribal policies and procedures. The Distribution Assistant is responsible for maintaining an accurate listing of enrolled Tribal members needed to ensure per capita distributions are received by eligible beneficiaries, to respond to tribal member requests for information, and to maintain accurate Tribal member files related to distribution payments.

### **Responsibilities:**

1. Maintain accurate Tribal member files, such as court orders, custody changes, purchase orders, tax withholding forms, copies of social security cards, legal affidavits, and other information related to per capita payments to eligible Tribal members or their custodians; maintaining security of all records and files.
2. Ensuring accuracy of income distribution computer records related to changes in individual Tribal member files, such as mailing addresses, Tax Withholding and Direct Deposit instructions, and changes in Tribal member names or custodial information.
3. Maintain a monthly log of deceased Tribal members.
4. Answer questions concerning status of all issued income distribution checks.
5. Preparing routine correspondence and reports with proofreading for correct grammar, spelling, format, and punctuation.
6. Receive, prioritize, and distribute departmental mail and correspondence as necessary.

Position Description  
Distribution Assistant

7. Perform bank and accounting system inquiries related to the issuance and status of per capita income distribution checks.
8. Assist legal officials with all court orders involving per capita income distribution checks.
9. Coordinate changes in custody and the issuance of purchase orders in lieu of checks with Social Service representatives.
10. Provide verification of income received to the Department of Health and Human Services, with proper documentation.
11. Assist with printing and distribution of per capita income distribution payments and reports.
12. Prepare Request for Payments for newly enrolled Tribal members, child support checks, and replacement checks for Lost, Stolen, or damaged per capita distribution checks.
13. Assist the Distribution Manager with capturing of distributions checks for Tribal Court, programs and departments, child support, and the Internal Revenue Service.
14. Coordinate with Tribal Administration, Tribal Enrollment Office, and other programs to assure the accuracy of accounting system records and Tribal member files.
15. Must be present during the month's distribution checks are processed and distributed.

**Qualifications:**

1. High School diploma and minimum of five years' administrative or secretarial experience with Tribal programs.
2. Fluency in Choctaw and English
3. Preference given for bilingual literacy skills and/or post-secondary education experience.
4. Ability to relate well and communicate effectively with Choctaw people and professionals.
5. Knowledge of and experience with general office machines and computer applications.
6. Ability to type 50 words per minute.
7. Knowledge of and experience with Tribal distribution policies.
8. Skills to manage distribution inquires and visitors with courtesy and efficiency.
9. Ability to follow instructions, assure completeness of work assignments, and the capability to work under administrative pressures.
10. Excellent written and oral communication skills.
11. Must possess good work habits and ethics, i.e. punctuality, maintain professional attire and neat appearance and the ability to get along with others, and must be able

Position Description  
Distribution Assistant

to put in the time during the June-July and November-December time necessary to make ready for the distribution.

12. Personal vehicle, liability insurance, valid driver's license.
13. Preferential treatment will be extended to qualified Indian applicants.

**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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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