



Human Resources
Mississippi Band of Choctaw Indians
101 Industrial Road
P. O. Box 6033
Choctaw, MS 39350

POSITION ANNOUNCEMENT: # 011011

POSITION TITLE: Administrative Assistant

GRADE: Grade 10

OPENING DATE: November 16, 2021 **NOV 16 2021**

CLOSING DATE: November 29, 2021 or until filled

SUPERVISOR: Adjudicator, Background Investigations

LOCATION: Tribal Office Building-Background Investigations Office

TYPE OF EMPLOYMENT: Regular Full-Time/Non-Exempt

SCOPE OF SERVICE:

The Administrative Assistant has the responsibility for ensuring the day-to-day administrative function for the Office of Background Investigations and that they are handled efficiently, effectively, and in accordance with the Office of Background Investigations business. The incumbent will be responsible for exercising the established duties under the direct supervision of under the authority and in conformance with the established applicable tribal polices, federal regulations, standards, and guidelines. The incumbent provides administrative responsibilities for the Background Investigation Office operating a smooth, efficient, and effective service routinely in a proactive environment by identifying problems and implementing solutions. The position involves dealing with individuals from a diverse background. Also, the administrative assistant is delegated to primary responsibility of maintaining the official Background Investigation documents such as ordinances, resolutions, and minutes. Works with minimal instruction or supervision.

WORK ENVIRONMENT:

The major part of the duties are performed in an office setting with some responsibilities carried out in a meeting setting of internal organization, and interaction with outside agencies and clients to meet the demands of an efficient and effective administrative service operation for the organization. The office setting is with a variety of individual personality, under stressful and high pressure with frequent disruptions while providing high level administrative duties, general office operations, and support services. The continuous changes in the organization will require on-going training to lead the demand for the force and perform duties that frequently require the

POSITION ANNOUNCEMENT

Administrative Assistant

Page 2

skills of long term services and development within the organization, administrative office operation, and other issues. Periodic travel is required to perform under increasing changes of tribal policies and federal regulations by training in specific areas of needs through attending conferences, workshops, and/or classes. In addition, overnight travel may be required periodically to acquire information and skills in improving the performance of the organization and its' employees and/or to meet the demands of the administrative assistant due to increase competition and more efficient use of resources. The work environment requires always dealing with clients in a professional manner.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Administrative Assistant include:

1. Input data daily into established system and data base
2. Enters and processes information databases
3. Maintain the data base daily and fulfill the critical function of inputting and updating pertinent information
4. Analyzes monthly and/or bi-weekly data and decides what processes will be implemented to correct missing information
5. Independently decides what data system to utilize to design and create reports for distribution
6. Utilizing established guideline to assist employees and supervisors with maintaining data records
7. Receive written cash receipt for Tribal I.D. or employee I.D. badging program, if necessary.
8. Create files based on codes; assign file numbers to files; place file tabs on file folders.
9. Maintain employee I.D. badging program.
10. Schedule all current Tribal employees to ensure that they are process with Tribal employee I.D. badge
11. Maintain strict confidentiality; investigative information is strictly prohibited from public disclosure
12. Be comfortable using a telephone for an extended period of time
13. Be thoroughly familiar with Tribal ordinances, resolutions, and Tribal personnel policies
14. Familiarity and experience in daily management of principle and confidential management of records
15. Ability to travel as necessary and work on a non-standard basis to obtain necessary information

POSITION ANNOUNCEMENT

Administrative Assistant

Page 3

QUALIFICATIONS:

1. Two (2) years of experience in an occupation filed related to the position. Appropriate education can be substituted on a year-for-year basis.
2. Demonstrated working knowledge and experience with Microsoft Office
3. Experience in working in “fast paced” office
4. Experience with administrative and clerical procedures and system such as word processing, managing files and transcription, designing forms, taking minutes, and other office procedures
5. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
6. Experience of organizational skills that include the ability to prioritize, multi-task, and meet deadlines
7. Experience with oral presentations and public speaking
8. Ability to work independently with little or no supervision
9. Experience working in administrative capacity where attention to detail and ability to follow through on work essential to the duties preferred
10. Clear and effective written and oral communication skills
11. Ability to take direction using independent judgment to accomplish tasks to meet deadlines
12. Ability to develop and sustain construction and cooperative working relationships with others
13. Ability to identify the needs and expectation of business partners and demonstrated commitment to effectively meet those needs and expectations
14. Ability to work as a member of a team, including positively communicating with peers and other professionals within and outside the organization
15. Ability to be thorough when performing work and conscientious about attending to detail

CONDITION OF EMPLOYMENT:

The successful candidate in this position must be willing and available to submit to the following conditions:

- Must be willing to submit to and able to successfully pass a criminal background check
- Must possess and maintain a valid Mississippi driver’s license and liability insurance and be able to independently travel throughout the State of Mississippi to conduct Background Investigation matters when necessary

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