



**DEPARTMENT OF CHAHTA IMMI
TRIBAL LANGUAGE**

PHONE (601) 650-7440 / (601) 650-7477
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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

POSITION DESCRIPTION #568406

POSITION TITLE: Chahta Language Transcription Specialist
(Chahta Annopa Haklocha Icholit Isht Atta)

SALARY: Grade 10

SUPERVISOR: Choctaw Tribal Language Program Director

JOB LOCATION: CTLP office in Pearl River

TYPE OF EMPLOYMENT: Regular Full-time

OPENING DATE: November 22, 2021

CLOSING DATE: December 03, 2021 or until filled

SCOPE OF SERVICE:

The primary function of this position within the Choctaw Tribal Language Program's efforts on Chahta Annopa preservation and documentation, will be to transcribe, transliterate and create new Choctaw texts from the collections of previously recorded documents, stories, as well as newly recorded interviews and language learning materials. The CLTS will work with tribal members and their families to support and strengthen Choctaw literacy in the home and community environment. The CLTS will work cooperatively with staff to support the goals of the language program and overall mission of the Department of Chahta Immi.

WORK ENVIRONMENT:

The Tribal Language Program work environment is primarily a supportive Choctaw speaking environment.

DUTIES AND RESPONSIBILITIES:

1. Review collection of recorded Chahta language documentation.
2. Participate in trainings on transcription software, audio and video recordings devices and orthography introduction.
3. Establish and organize transcription database.
4. Listen to audio\video recordings and type Choctaw and English transcriptions of the recordings.
5. Edit transcriptions and translation before archiving.
6. Establish contact and develop relationships with Chahta speakers, virtually and while visiting MBCI communities, to develop contracts with more speakers.

7. Assist with specific outreach through social media and community meetings to inform tribal members of project.
8. Participate in training programs to become proficient in transcribing, translating interviews, sharing, and archiving interview outputs and data.
9. Help identify unique features in all interviews in order to verify new or different variants of Choctaw words and phrases; organize by community when possible.
10. Assist with the dictionary project and translations and collecting community recordings as needed.
11. Work together with grant project staff and partners to coordinate analysis and archiving of interview recording texts.
12. Be responsible in distributing selected texts to selected communities.
13. Follow all tribal policies applicable to program and work site.
14. Attend training provided to staff by the Program and Department.
15. Attend virtual planning session of new projects within DCI when selected to assist and perform.
16. Attend virtual Staff meeting, and community meetings to assist on-going language activities.
17. Submit program monthly reports and other reports for grant.
18. Perform other duties as assigned by supervisor.

QUALIFICATION:

1. **High School, GED or 60 hrs. or more college credits.**
2. **Strong interest in and commitment to the maintenance of the Choctaw language and culture.**
3. **Fluency in Choctaw and English.**
4. **Familiar with the communities and dialects.**
5. **Good computer and presentational skills.**
6. **Strong typing skills and ability to learn and use software for transcribing Choctaw audio recordings and translating and typing Choctaw texts into English.**
7. **Strong organizational skills with high attention to details.**
8. **Ability to work in Choctaw-dominant environment.**
9. **Dependability: must be available occasional evenings and weekends.**

10. **Must complete a criminal background check, county and state.**

11. **Must possess a valid MS driver's license 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 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