



DEPARTMENT OF FAMILY AND COMMUNITY SERVICES  
MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

- Office of the Director  
601.650.1778
  
- Social Services Division**
- Children and Family Services  
601.650.1741
  
- Assistance Services  
601.650.1666
  
- Victims Services Division**
- Family Violence and Victim's Services  
601.650.1774
  
- Choctaw Children's Advocacy Center  
601.663.7790
  
- Food Distribution Program  
601.650.1731
  
- Elderly Nutrition Program  
601.663.7580
  
- Veterans Affairs Program  
601.650.1737

**JOB ANNOUNCEMENT**  
**#17-05-03**

**Position Title:** Secretary

**Opening Date:** NOVEMBER 02, 2016 **NOV 02 2016**

**Closing Date:** NOVEMBER 16, 2016 OR UNTIL FILLED

**Salary:** Grade 8

**Supervisor:** Division Manager, Children and Family Services

**Location:** Pearl River

**Scope of Service:**

This is general office services support work involving numerous clerical and or Secretarial functions including, but not limited to, receptionist duties, switchboard Operation, filling typing, handling mail, bookkeeping, time and attendance records, Financial management duties, and other related administrative function.

**Duties and Responsibilities:**

1. Greets all visitors to the office in a friendly and courteous manner and directs them to the appropriate person or resource.
2. Answers the telephone in a friendly and courteous manner and routes the call to the appropriate person.
3. Utilizes basic computer skills in creating documents, storing information, and filing reports.
4. Performs a variety of routine typing and general clerical duties to assist all staff as appropriate.
5. Maintains an inventory of equipment, office supplies, and other materials and

processes paperwork to keep each area of need current.

6. Types and processes all purchase orders for the office and maintains a purchase order tracking log/record.
7. Maintains vehicle records, including mileage, maintenance, and sign in/sign out sheets.
8. Maintains time and attendance records for employees and processes employee payroll through channels to Finance.
9. Processes payroll for foster care, adult institutional care, and general assistance through channels to Finance.
10. Opens and date stamps daily incoming mail and distributes to the appropriate person. Prepares daily outgoing mail for mailing.
11. Handles arrangements for out of state travel and processes requests for reimbursement. Likewise, handles requests for local travel.
12. Maintains and keeps confidential all files, records, reports, correspondence, verbal communications, and related information that pertains to clients and employees.
13. Performs other related duties as assigned by supervisor.

#### Work Environment:

Work will be performed in the office of assignment in any location on the Reservation.

#### Physical Demand:

There are no special physical demands for this position.

#### Qualifications:

1. High school diploma or GED is preferred.
2. Six months experience in secretarial or clerical capacity is preferred.
3. Basic computer skills in the use of WordPerfect, Microsoft Word, etc., is preferred.
4. Good oral and written communication skills.
5. Ability to type 60 wpm is preferred.
6. Ability to speak Choctaw and English is preferred.
7. Must have dependably transportation, state driver's license, vehicle insurance as required by state law, and clearance to operate Tribal vehicles.
8. Must be submitted to a background check pursuant to pursuant to Public Law 101- 630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.

**Note: Personnel Policies of the Mississippi Band of Choctaw Indians, Section C on Indian Preference, 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 and 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  
601-656-5251**