



Department of Early Childhood Education
Office: (601) 650-1680
Mississippi Band of Choctaw Indians
P. O. Box 6010
Choctaw, MS 39350

Job Announcement #401224

Position Title: Secretary
Salary Range: **GRADE 10**
Supervisor: Center Director
Type of Employment: Regular Full Time
Job Location: Pearl River Head Start Center
Opening Date: **OCTOBER 28, 2021 OCT 28 2021**
Closing Date: **NOVEMBER 15, 2021 OR UNTIL FILLED**

Scope of Service:

The Secretary will be responsible for working cooperatively with the Center Director and other center staff to ensure that all program goals and objectives, required by the Department of Early Childhood Education, are implemented in an effective manner.

Duties:

1. Performs various clerical tasks in support of daily operations such as filing, typing, duplicating, assembling books, stuffing envelopes, preparing packages for mailing, etc.
2. Assist the Center Director in typing memos to parents and any other correspondence necessary.
3. Answers central phone, directs incoming calls, pages individuals, takes and delivers messages as required.
4. Greet center visitors.
5. Maintain a high standard of conduct that would be exemplary for children and parents.
6. Maintains a neat and orderly work area.
7. Maintains a variety of records, files, and logs both manual and computer, such as purchase orders, applications, employee files, etc.
8. Operates a variety of office equipment such as phone system, answering machine, fax, copier, etc.
9. Processes outgoing mail, picks up mail, sorts, and distribute mail daily to appropriate boxes.
10. Completing T&AS, notice of employments, personnel actions, etc.
11. Keep record of daily classroom attendance.
12. Assist Center Director in monitoring center inventory and assist with yearly inventory.
13. Assist Center Director in compiling monthly report.
14. Assist Center Director in copying, disseminating and collecting applications and enrollment packets.
15. Assist in other areas of the center as needed (e.g. classroom, kitchen, home visit).
16. Attend all staff meetings and required training.
17. Processes and types purchase orders as required.
18. Assists in the scheduling of meetings and appointments.

19. Assists throughout the office as needed to facilitate the flow of work.
20. Compiles and types minutes as needed.
21. Performs job duties according to established safety procedures and tribal policy.
22. Must adhere to all applicable tribal and head start confidentiality policies.
23. Any other reasonable duties as assigned.

Minimum Qualifications:

1. High School Diploma or GED. Preference will be given to applicants with work experience and/or A.A.S. degree in Business and Office Technology
2. Must have good verbal and written communication skills.
3. Must know general office procedures and flow of work.
4. Requires skills in use of copier, fax, and related office equipment.
5. Must have computer skills and know different software programs.
6. Must successfully complete a criminal background check on local, state, and national levels.
7. Two years work experience in bookkeeping or two years high school bookkeeping courses required.
8. Must be able to type a minimum of 40 wpm as evidenced by typing test administered by the Tribal Personnel Department.
9. Proficiency in mathematics and in operation of electronic calculator desirable.
10. Must obtain an initial physical examination and a health card, renewable and annually.
11. Must supply three letters of reference.
12. Must have a valid Mississippi driver's license, personal transportation, 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 person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for this 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 the 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, MS 39350