



**DEPARTMENT OF NATURAL RESOURCE
AGRICULTURE EXTENSION PROGRAM**

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6010
CHOCTAW, MS 39350
PHONE (601) 650-0270 FAX: (601) 650-1992

JOB ANNOUNCEMENT 362175

JOB TITLE: Receptionist
SUPERVISOR: Agricultural Extension Coordinator
TYPE OF EMPLOYMENT: Regular Full Time
SALARY GRADE: 7
JOB LOCATION: Agriculture Extension Farmer's Market Building
OPEN DATE: JUNE 08, 2022 JUN 08 2022
CLOSING DATE: JUNE 22, 2022 OR UNTIL FILLED

SCOPE OF SERVICE:

The Office Aide will work closely with the Natural Resource Department and Agriculture Extension Staff to ensure efficient daily operation of the office.

DUTIES AND RESPONSIBILITIES:

1. Maintaining good managerial habits such as being prompt, courteous, organizational, and good working relations with other staff members.
2. Perform clerical support necessary for efficient operations of the program.
3. Receive telephone calls and visitors, and accurately record and deliver all messages.
4. Assist with Farmer's Market operations with processing of vendor orders and deliveries, scheduling, vouchers, and inventory reports.
5. Type letters, memorandums, reports: responsible for accuracy of grammar, spelling, and format.
6. Operate basic office computers, machines, copier, facsimile, and other program equipment to successfully complete tasks.
7. Assist other department and programs staff as necessary to maintain efficient operation of the program.
8. Assist with other projects and duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED. Preference will be considered for applicants with college work and credentials.
2. Good computer skills and experience in filing, record management, and typing.

3. Good working knowledge with electronic spreadsheets, word processing, and document processing software.
4. Knowledge with the operation of basic office machines, including copier and facsimile, and calculator to complete tasks efficiently.
5. Typing skills of 50 WPM.
6. Good written and oral communications skills.
7. Ability to communicate and follow instructions, complete work assignments in a timely manner and on schedule.
8. Ability to maintain confidentiality.
9. Possess valid Driver's License, adequate 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 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 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