



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

POSITION ANNOUNCEMENT # 117390

POSITION TITLE: Data Entry Clerk

SUPERVISOR: Program Manager, Family Violence and Victim's Services

JOB LOCATION: Family Violence and Victim's Services Building

SALARY: Grade 8

TYPE OF EMPLOYMENT: Regular Full-Time

OPENING DATE: APRIL 25, 2023 *APR 25 2023*

CLOSING DATE: MAY 09, 2023 OR UNTIL FILLED

SCOPE OF SERVICES

The individual in this position will work in support of the Sexual Assault & Domestic Violence Response Unit, the Family Violence and Victims Services (FVVS) Program, and the Choctaw Tribal Court in the development of a data collection system designed to track sexual assault and domestic violence cases as these proceed through the criminal justice system. Principal duties will include the entry of case related data in the data collection system, the compiling and aggregating of statistics based on this data, and the production of reports and other statistical analysis functions.

DUTIES AND RESPONSIBILITIES:

1. Works as a team member with the Chief Justice, Tribal Court Administrator, Family Violence and Victims Services Program staff, Program Analyst, and others designated to develop a data collection system.
2. Utilizes computer skills to create and save documents, do data entry, track cases, and do word processing as necessary.



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3. Works closely with FVVS, law enforcement, the courts, and the Prosecutor to assure prompt and accurate accumulation of data.
4. Provides information to FVVS, the courts, and the Prosecutor in order that victims can be apprised of the status of their case and judges can be provided with pre-sentencing reports.
5. Produces case related reports, statistical data analysis, and other verbal and written feedback to FVVS, the courts, and the Prosecutor in order that cases may be accurately tracked and information can be generated that strengthens the program and meets objectives.
6. Maintains and keeps confidential all files, records, reports, correspondence, verbal communications, and related information that pertains to clients, employees, and program activities.
7. Performs other duties as assigned by supervisor.

WORK ENVIRONMENT:

The primary work setting for this position is in the Pearl River Community with duties in other locations, both on and off the Reservation, as may become necessary.

PHYSICAL DEMAND:

May be required to perform some lifting and bending. Must be able to perform computer duties, operate control panels, and other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent is required.
2. Experience in secretarial or clerical is required. Training and experience in data entry is preferred.
3. Must have basic computer skills in the use WordPerfect, Microsoft Word, etc., to the extent that word processing, data entry, and preparation of reports can be accomplished.
4. Must have good oral and written communication skills.
5. Must have dependable transportation, state driver's license, liability insurance as specified by state law, and clearance to operate Tribal vehicles if driving is required.
6. Must be submitted to background checks required by the Tribe.



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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