



**MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090
CHOCTAW, MS 39350

PHONE (601)650-1522 / FAX (601)656-4839

**MISSISSIPPI BAND OF CHOCTAW INDIANS
JOB ANNOUNCEMENT #362002**

POSITION TITLE: Receptionist/Finance Clerk
SUPERVISOR: Records Management Supervisor
DEPARTMENT: Office of Finance and Accounting
SALARY: Grade 6
JOB STATUS: Regular, Full-time, Non-exempt
OPENING DATE: **JANUARY 03, 2023** *JAN 03 2023*
CLOSING DATE: **JANUARY 17, 2023 OR UNTIL FILLED**

SCOPE OF SERVICE:

The Receptionist/Finance Clerk is placed organizationally under the direct supervision of the Records Management Supervisor. The Clerk's workstation is located in the Tribal Office Building, Office of Finance and Accounting, at the Finance Receptionist's Window. The status of the position is regular, full-time, and non-exempt. This employee is responsible for maintaining a friendly, highly professional and reliable presence at the assigned workstation to receive and assist guests who arrive at the Finance Office. The Clerk performs day-to-day office operations, providing administrative and clerical assistance, maintaining an accurate filing and record-keeping system, managing phone calls, relaying of messages, and receiving and documenting incoming interdepartmental mail.

DUTIES AND RESPONSIBILITIES:

1. Maintain a highly professional, courteous, and friendly presence at the Finance Receptionist's Window;
2. Receive Tribal employees and guests who arrive at the Finance Office;
3. Focus on the accurate, professional, and timely flow of information and communications within the Office of Finance and Accounting;
4. Commit to time-on-task and pay attention to detail;
5. Provide professional and reliable administrative and clerical assistance;
6. Receive and direct in-coming telephone calls in a friendly, courteous, and professional manner; relay all such calls to appropriate personnel;

7. Maintain accurate written messages and ensure that all such messages are transmitted to appropriate personnel in a timely manner;
8. Assist in receiving and organizing daily interdepartmental mail;
9. Assist in record-keeping, monitoring and routine maintenance of general office equipment;
10. Assist in the compilation and maintenance of work-related documents;
11. Maintain a routine log-book to locate all records and office files; maintain strict confidentiality and security of all files and records concerning all business of the Office;
12. Electronically scan documents into the system as instructed;
13. Make file copies of documents as instructed;
14. Manage vendor and payroll checks distribution;
15. Perform other related duties as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED, with strong preference for college-level training;
2. Demonstrate a positive and friendly attitude, positive work habits, and ability to get along well with other employees;
3. Proficient understanding of office computers, printers, calculators, telecommunications devices, fax machines, and other general office equipment;
4. Proficient in keyboarding skills, knowledge of popular computer software, such as Power Point, Excel, MS Word;
5. Three years' prior work experience in professional office work;
6. Preference for prior work experience as Administrative Assistant or Secretary within MBCI government or one of the Tribe's business enterprises;

7. Ability to demonstrate commitment to time-on-task;
8. Preference for fluency in Choctaw and English languages;
9. Knowledge and understanding of Choctaw culture, history, traditions, and Choctaw communities;
10. Ability to follow instructions in a timely and accurate manner;
11. Ability to listen well and record accurate and thorough notes and messages;
12. Good written and verbal communication skills; professional appearance and demeanor;
13. Preferential hiring will be extended to qualified Indian applicants per MBCI policy.
14. Must be able to lift boxes/files up to 15 pounds at times.

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

"CHOCTAW SELF-DETERMINATION"