



**CHOCTAW CAREER & TECHNICAL
EDUCATION PROGRAM**

PHONE (601) 650-1745

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6010 / 101 INDUSTRIAL ROAD

CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT #366245

POSITION TITLE: Receptionist / Secretary

SUPERVISOR: Program Director

SALARY RANGE: Grade 6

JOB LOCATION: Manpower Training Center

TYPE OF EMPLOYMENT: Regular Full-Time / Non-Exempt

OPENING DATE: JANUARY 12, 2023 JAN 12 2023

CLOSING DATE: JANUARY 19, 2023 OR UNTIL FILLED

SCOPE OF SERVICE AND EFFECT:

The primary function of this position is to lend support to staff members and maintain efficient operations of the programs.

DUTIES AND RESPONSIBILITIES:

1. Assist the program staff members in general administrative operations. General administrative operations will include the following: check mail twice or as needed daily, pick-up vendor and client checks from finance department daily, and assist the administrative assistant with planning and development for staff members and clients.
2. Provide all clerical support necessary for the program. Clerical support duties will include the following: memos, purchase orders, students and client time and attendance reports, vehicle mileage reports, travel authorizations, monthly reports, quarterly reports, workman compensation reports, newsletters, client memorandums, client databases, vendor database, and budget data entry.
3. Receive telephone calls and visitors using tact to learn the nature of their requests or questions, deciding whether to or not to interrupt the Director or personally furnish information by reference to files and records and/or from personal knowledge of the policies and subject matter.
4. Establish and maintain an efficient filing and confidential record keeping system for correspondence, staff member/clients/students time and attendance.

5. Maintain a schedule of appointments and meetings, arrangements for conferences and interviews. for all program staff members.
6. Compile operational statistics and gather such other data as staff members may require.
7. Become familiar with program regulations.
8. Must be self-motivated, organized and possess the ability to follow instructions, complete work assignments in a timely manner and on schedule, and function under administrative pressures.
9. Demonstrate a positive attitude, work habits, ability to get along well with others, must be of good moral character, and demonstrate ethical standards.
10. Must be confidential, to maintain confidential records of staff, clients, and students' information.
11. Must be dependable, to maintain smooth operations of the program in the absence of staff members.
12. Assist staff members, when necessary, to maintain efficient operation of the programs.
13. Perform all other related duties by the Director and staff members as assigned.

QUALIFICATIONS:

1. High School Diploma or Equivalency.
2. Preference for prior work experience requiring record-keeping and typing.
3. Knowledge of, and experience with the operation of basic office machines, including photocopiers, facsimile, word processor and adding machine.
4. Above-average typing skills (45 wpm with fewer than 5 errors).
5. Good written and verbal communication skills.
6. Knowledge of, and experience with basic office procedures.
7. Knowledge or experience in tribal governmental policies and procedures.
8. Neat, dependable, and courteous.
9. Skills to manage telephone calls with courtesy and accuracy.
10. Valid Mississippi Driver's license, reliable personal transportation, and liability insurance.
11. Preference availed for bilingual (Choctaw/English) speaker.
12. Ability to liaise with program clients and student services representatives.
13. Proficient in computer software.
14. Must be authorized to drive a tribal vehicle.
15. Complete a criminal background check on county, state, and national levels. Must not have a record or conviction of any criminal charges, no felony.
16. Subject to random alcohol and drug testing.

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 this 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, Mississippi 39350**