



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

JOB ANNOUNCEMENT # 117407

POSITION TITLE: Data Entry/Document Scan Clerk

SALARY: Grade 7

SUPERVISOR CHC Human Resources Director

JOB LOCATION: Choctaw Health Center

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

OPENING DATE: **JUNE 14, 2023** JUN 14 2023

CLOSING DATE: **JUNE 28, 2023 OR UNTIL FILLED**

SCOPE OF SERVICES AND EFFECT:

The Choctaw Health Center is a twenty-bed hospital located in Choctaw, Mississippi, off of state Highway 16 on the Mississippi Band of Choctaw Indians Reservation. The tribe consists of eight communities, Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is an 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

The Data Entry/Document Scan Clerk performs a variety of clerical, data entry, recordkeeping, and document scanning tasks to assist with the smooth operation of the Human Resources department. This position is funded by the American Recovery Plan Act for two years' employment period.

DUTIES AND RESPONSIBILITIES:

- Performs data entry, document scanning, and filing tasks for the human resources department and maintains confidential employee or departmental files.
- Prepare and scan various human resources documents for electronic retention purposes;
- Maintains scanners for optimum performance and proper resolution of documents;
- Process and organize scanned documents in the HR cabinet for retention on network and local drives;
- Properly dispose of scanned materials;

- Performs other related duties as assigned.

Required Skills/Abilities:

- Proficient in Microsoft Office Suite or similar software and PSIsafe Cabinets software.
- High degree of knowledge of modern office equipment and procedures and various types of filing systems and methodologies.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently and identify and solve problems.
- Skilled in interpersonal relationships and able to simultaneously manage multiple projects of varying degrees of complexity.
- Ability to organize and prioritize work.
- Excellent customer service.
- Must adhere to all provisions for confidentiality.

WORK ENVIRONMENT:

The work is performed in a hospital office setting. There is common exposure to contagious disease.

PHYSICAL DEMANDS (IF APPLICABLE):

The work involves prolonged periods sitting at a desk and working on a computer, standing, or walking for prolonged period of times. Must be able to lift up to 15 pounds at times.

QUALIFICATIONS:

1. High School graduate or GED graduate. One year of clerical work experience preferred. **(DIPLOMA OR GED CERTIFICATE MUST BE ATTACHED TO THE APPLICATION.)**
2. Ability to communicate in Choctaw and English.
3. Ability to exercise independent judgement.
4. Communication in Choctaw is preferred.
5. Skilled in interpersonal relationships and able to simultaneously manage multiple projects of varying degrees of complexity.
6. Successful completion of criminal background checks and pre-employment drug test with acceptable results. **(REQUIRED)**
7. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J&J vaccine. **A copy of the vaccination card or a copy of a medical exemption; which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.**

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required, and an annual exam is required while employed,

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

Note: The Administrative Personnel Policy and 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 vacancy within 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 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 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 not right to direct, demand or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources Department
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350