



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

**JOB ANNOUNCEMENT # 591065**

**JOB TITLE:** Office Support Worker  
**OPENING DATE:** MAY 03, 2023 **MAY 03 2023**  
**CLOSING DATE:** MAY 17, 2023 OR UNTIL FILLED  
**SALARY:** Grade 6  
**SUPERVISOR:** Program Manager  
**JOB LOCATION:** Choctaw Children's Advocacy Center  
**TYPE OF EMPLOYMENT:** Full-Time

**SCOPE OF SERVICES AND EFFECTS:**

This is a general office services support work involving numerous clerical and/or secretarial functions including, but not limited to, receptionist duties, switchboard operation, filing, typing, handling mail, bookkeeping, time and attendance records, financial management duties, and other related administrative functions.

**RESPONSIBILITIES AND DUTIES:**

1. Greets all visitors to the office in a friendly and courteous manner and directs them to the appropriate person or resource.
2. Answers the telephone in a friendly and courteous manner and routes the call to the appropriate person.
3. Utilizes basic computer skills in creating documents, storing information, and filing reports.
4. Performs a variety of routine typing and general clerical duties to assist all staff as appropriate.
5. Maintains an inventory of equipment, office supplies, and other materials and processes paperwork to keep each area of need current.
6. Types and processes all purchase orders for the office and maintains a purchase order tracking log/record.
7. Maintains vehicle records, including mileage, maintenance, and sign-in/sign-out sheets.

8. Maintains time and attendance records for employees and processes employee payroll through channels to Finance.
9. Processes payroll for general assistance through channels to Finance.
10. Opens and date stamps daily incoming mail and distributes them to the appropriate person. Prepares daily outgoing mail for mailing.
11. Handles arrangements for out of state travel and processes requests for reimbursement. Likewise, handles requests for local travel and processes requests for reimbursement in accordance with Tribal policy.
12. Maintains and keeps confidential all files, records, reports, correspondence, verbal communications, and related information that pertains to clients and employees.
13. Performs other duties as assigned by Supervisor.

**WORK ENVIRONMENT:**

The primary work setting for this position is in the Choctaw Children's Advocacy Office in Pearl River.

**PHYSICAL DEMANDS:**

There is no special physical demand for this position.

**QUALIFICATIONS:**

1. High School diploma or GED is preferred.
2. Six months experience in secretarial or clerical capacity is preferred.
3. Basic computer skills in the use of Microsoft Office Suite, etc., are preferred.
4. Good oral and written communication skills.
5. Ability to speak Choctaw and English is preferred.
6. Must have dependable transportation, state driver's license, vehicle insurance as required by state law, and clearance to operate Tribal vehicles.
7. Must submit to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Protection Act of 1990.

**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