



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #011256

JOB TITLE: Administrative Assistant

OPENING DATE: SEPTEMBER 25, 2023 **SEP 25 2023**

CLOSING DATE: OCTOBER 02, 2023 OR UNTIL FILLED

SALARY RANGE: Tribal Pay Scale

TYPE OF EMPLOYMENT: Regular Full Time, 245 Days

SUPERVISOR: Secondary School Principal

JOB LOCATON: Choctaw Central High School

SCOPE OF SERVICE AND EFFECT:

The Administrative Assistant works closely with the supervisor and assists by performing all duties necessary for the effective and efficient operation of Choctaw Central High School. Duties and responsibilities include performing general and clerical duties, organizing, scheduling, receiving correspondences, ensuring timecards are accurate throughout each pay period, and typing and submitting purchase orders in a timely manner.

DUTIES AND RESPONSIBILITIES:

1. Be responsible for the efficient operation of the office of the coordinator.
2. Receive incoming telephone calls in a professional and courteous manner.
3. Types and processes purchase orders, receiving documents and invoices appropriately for submission in a timely manner.
4. Prepare time and attendance reports on CCHS employees to ensure all time cards are valid, using TimeForce.
5. Keep records of all expenditures for department.
6. Requisition and keep records of all supplies in the department.
7. Attend meetings and training as required.
8. Accurately prepare and submit in a timely manner all required reports.
9. Perform other duties as assigned by the supervisor.

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ADMINISTRATIVE ASSISTANT
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QUALIFICATIONS:

- 1. High School Diploma or GED required; with preference to college or business school training in secretarial skills;**
- 2. Ability to operate general office machines (i.e. calculators, fax machines, typewriters, copy machines, computers for data entry and word processing);**
- 3. Ability to type 50 words per minute with fewer than 5 errors;**
- 4. Proficiency in computer software (WordPerfect, Microsoft Word, Microsoft Excel);**
- 5. Ability to set up computerized database personnel system in order to deal with day to day operations;**
- 6. Ability to follow instructions, coordinate work load and assure completeness of work assignment in a timely manner and function under deadlines and administrative pressure;**
- 7. Good writing and oral communication skills with preference given to applicants able to communicate effectively in the Choctaw language.**
- 8. Ability to perform without constant supervision;**
- 9. Must have a valid Mississippi Driver's License, reliable transportation and personal liability insurance.**
- 10. Employee is subject to random 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 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