



**DEPARTMENT OF CHAHTA IMMI  
TRIBAL LANGUAGE**

PHONE (601) 650-7440 / (601) 650-7477  
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MISSISSIPPI BAND OF CHOCTAW INDIANS  
P. O. BOX 6010  
CHOCTAW, MS 39350

**JOB ANNOUNCEMENT #011100**

POSITION TITLE: Administrative Assistant

SALARY RANGE: Grade 8

Opening Date: **APRIL 04, 2025** *APR 04 2025*

Closing Date: **APRIL 21, 2025 OR UNTIL FILLED**

SUPERVISOR: Choctaw Tribal Language Program Coordinator

TYPE OF EMPLOYMENT: Fulltime

JOB LOCATION: Choctaw Tribal Language Program Office

**SCOPE OF SERVICE:**

This position will serve as the Administrative Assistant and will be responsible for the daily general operation including clerical and data entry functions necessary to maintain the accounting systems of the Language Programs and related facilities and general operation set by the DCI department.

The Administrative Assistant will provide general and technical support for language program activities designed to promote the use of Choctaw at home and in the community. The AA will assist the Program Coordinator in the logistics preparation as needed for travel for Staff and Community Training events.

**DUTIES AND RESPONSIBILITIES:**

1. Process mail, incoming calls, and public inquiry or translation as needed.
2. Developed and maintain a filing system and managing database
3. Maintain accurate, complete and correct records as required.
4. Process purchase orders, time and attendance records receiving documents and invoices appropriately for submission to the Finance Office in a timely manner.
5. Process workshops, performance and activity contracts, scheduling, resources and travel authorization.
6. Serve as a liaison between tribal financial bookkeepers to track and follow-up on status of paperwork.
7. Keep a monthly log with report of completed tasks and duties.
8. Order and maintain janitorial and office supplies and keep track of inventory.
9. Adhere to professional standards and confidentiality.
10. Use acceptable written and oral expressions in all reports and communication
11. Demonstrate sensitivity to the Choctaw community by participating in community functions.

"Chahta Immi Oklah Kil Okchalichi"  
"CHOCTAW SELF-DETERMINATION"

12. Assist the Coordinator with the planning, coordinating and operation of the Summer Language Youth classes.
13. Establish and maintain a cooperative professional relationship with others.
14. Follow all tribal policies applicable to program and worksite.
15. Attend staff meetings and take minutes of minutes.
16. Attend planning sessions and maintain a working calendar for programming.
17. Perform other duties as assigned by supervisor

#### QUALIFICATIONS:

1. High school \ GED, AA degree Office management or 2- yrs experience in secretarial, clerical
2. Experience in accounting procedures, computer data entry and Microsoft system
3. Preference for overall knowledge of tribal administration procedures
4. Excellent communication and organizational skills
5. Must be literate in Choctaw and English
6. Familiar with the Choctaw communities.
7. Must possess a Mississippi Driver's License, personal automobile liability insurance and adequate transportation.
8. Complete a criminal background check.
9. Employee in this position 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