



DEPARTMENT OF FAMILY AND
COMMUNITY SERVICES

PHONE (601) 650-1778
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MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

Job Announcement #362071

Position Title: Secretary
Location: Children and Family Services (CFS)
Type of Employment: Regular Full Time
Supervisor: CFS Program Manager
Opening Date: **AUGUST 05, 2025** *AUG 05 2025*
Closing Date: **AUGUST 19, 2025 OR UNTIL FILLED**

Scope of Service and Effect:

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

Duties and Responsibilities:

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. Opens and date stamps daily incoming mail and distributes to the appropriate person. Prepares daily outgoing mail for mailing.
9. Handles arrangements for out of state travel and processes requests for reimbursement. Likewise, handles requests for local travel reimbursement in accordance with Tribal policy.
10. Maintains and keeps confidential all files, records, reports, correspondence, verbal communications, and related information that pertains to clients and employees.
11. Performs other related duties as assigned by supervisor.

Work Environment:

Work will be performed at the Children and Family Services office.

Physical Demand:

There are no special physical demands 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 WordPerfect, Microsoft Word, etc., is preferred.
4. Good oral and written communication skills.
5. Ability to type 60 wpm is preferred
6. Ability to speak Choctaw and English is preferred.
7. Must have dependable transportation, state driver's license, vehicle insurance as required by state law, and clearance to operate Tribal vehicles.
8. Must be submitted to a background check pursuant to Public Law 101- 630, Title IV, Indian Child Protection and Family Violence Prevention 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 a 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