



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
FAX (601) 656-9154

### JOB ANNOUNCEMENT #011256

**JOB TITLE:** Administrative Assistant  
**OPEN DATE:** JUNE 08, 2026 JUN 09 2026  
**CLOSE DATE:** JUNE 15, 2026 OR UNTIL FILLED  
**SALARY RANGE:** Tribal Pay Scale, Grade 12  
**TYPE OF EMPLOYMENT:** Regular Full Time, 260 Days  
**SUPERVISOR:** School Business Manager  
**JOB LOCATON:** Department of Schools

#### 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 the School Business Department as well as the School Food Service Program. 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 Food Service employees to ensure all time cards are valid, using TimeForce.
5. Keep records of 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. Process purchase orders, receiving documents and invoices appropriately for submission to the Finance Office in a timely manner.
10. Serve as a liaison between educational programs, business manager and tribal financial bookkeepers to track and follow-up on status of paperwork.
11. Distributes mail by the retrieving or receiving mail from post office and tribal office.
12. Maintains attendance records of Department of School staff.
13. Assist school staff with travel paperwork.
14. Assist the AP/File Clerk and the Administrative Assistant as needed.
15. Verify mathematical accuracy and completeness of all documents pertaining to financial transaction within the Department of Schools.
16. Record transactions in a computerized financial accounting system in a timely manner.
17. Prepare periodic reports of accounting data as required by the School Business Manager.
18. Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:**

1. Bachelor's Degree in Accounting or related field is preferred.
2. Preference for prior similar work experience.
3. Knowledge of basic accounting procedures and computer skills.
4. Ability to operate general office machines (i.e. calculators, fax machines, typewriters, copy machines, computers for data entry and word processing);
5. Ability to type 50 words per minute with fewer than 5 errors;
6. Proficiency in computer software (WordPerfect, Microsoft Word, Microsoft Excel);
7. Ability to set up computerized database personnel system in order to deal with day to day operations;
8. Ability to follow instructions, coordinate work load and assure completeness of work assignment in a timely manner and function under deadlines and administrative pressure;
9. Good writing and oral communication skills with preference given to applicants able to communicate effectively in the Choctaw language.

10. Ability to perform without constant supervision;
11. Must complete Decide to Succeed training within one (1) year of employment.
12. Must complete ServSafe certification upon employment.
13. Must complete CPR/First Aide Training upon employment.
14. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
15. Employee in this position is subject to random drug testing.
16. Must possess a valid Mississippi Driver's License, reliable transportation and personal automobile liability insurance.

**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 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 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 waiver 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, Mississippi 39350**