



MISSISSIPPI BAND OF CHOCTAW INDIANS
CHOCTAW WILDLIFE AND PARKS
PHONE (601) 663-7828 / FAX (601) 663-7829
125 RIVER RIDGE CIRCLE / P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #401094

POSITION TITLE: Receptionist-Aide
SALARY: Grade 8
SUPERVISOR: Director of Wildlife and Parks
TYPE OF EMPLOYMENT: Regular Full-Time
JOB LOCATION: Animal Control Building
OPENING DATE: June 8th, 2026 **JUN 09 2026**
CLOSING DATE: June 22nd, 2026 **OR UNTIL FILLED**

SCOPE OF SERVICES:

The Receptionist- Aid will be responsible for all clerical duties of the office and will work to make these functions as efficient as possible. The position will generally work towards making the Department of Wildlife and Animal Control run efficiently, professionally, and present a positive image to visitors and other departments. Keeping the building and kennels clean daily.

RESPONSIBILITIES:

1. All clerical functions include typing, filing, copying, faxing, mailing, and answering the telephones.
2. Maintain the appearance of all common areas in the office.
3. Organize and maintain the document filing system.
4. Organize and maintain all personnel records of the staff.
5. Organize and manage all office supplies.
6. Cleaning kennels and feeding animals daily

DUTIES:

1. All clerical functions including typing, faxing, and copying for staff members as requested.
2. Maintain the cleanliness of all common areas in the Department of Wildlife and Animal Control office, and janitorial services when necessary
3. Cleans the animal kennels daily and disinfects as needed, removes trash from building. Sweeps and mops office area and restrooms
4. Meet and Greets visitors at the shelter, answering questions with adoptions or surrenders.

5. Organize and maintain a document filing system that ensures accurate and efficient storage of all records.
6. Drafting and editing various letters or memos as requested by staff members.
7. Retrieve mail from the tribal office and handle all the interoffice mail.
8. Assist the office manager on any duties assigned.
9. Notarize any documents as necessary.
10. Uphold all principles of confidentiality to the fullest extent.
11. Other duties as assigned by the Supervisor.

WORK ENVIRONMENT:

Work is performed both inside and out with some exposure to all kinds of weather and terrain. Extreme caution should be used both in chasing and picking up animals. Proper safety equipment should minimize the risk. Exposed to the potential of animal bites, falls and back strain and allergens, specifically, pet dander, animal odor. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Most work involves recurring tasks. Some weekend work required.

QUALIFICATIONS:

1. A High-School diploma or GED with some receptionist experience
2. Must be 18 years of age
3. Ability to use a desktop computer
4. Working knowledge of Microsoft Word, Excel,
5. Working knowledge of document filing systems.
6. Working knowledge of bookkeeping practices.
7. Excellent organizational skills are required.
8. Good oral and written communication skills.
9. Ability to relate to others in a professional manner.
10. Must have reliable transportation, liability insurance, and valid driver's license.
11. Pass extensive background check
12. Preference will be extended to qualified Indian applicants.

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 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