



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

POSITION TITLE: DOS Administrative Assistant
OPENING DATE: ~~SEPTEMBER 26, 2024~~ **SEP 26 2024**
CLOSING DATE: **OCTOBER 03, 2024 OR UNTIL FILLED**
SALARY: Tribal Pay Plan, Grade 14
EMPLOYMENT TYPE: Regular, Full Time, 250 Days
SUPERVISOR: Director of Schools
JOB LOCATION: Department of Schools

SCOPE OF SERVICE:

The DOS Administrative Assistant is responsible for clerical and data entry functions in major components of workflow within the office of the Director of Schools, Assistant Director of Schools, and Educational Personnel. Reflective of the establishment of an effective and expeditious administration of processing the clerical functions of the Director and Assistant Director of Schools offices, such as typing of correspondence, filing, organizing, and maintaining records, logging telephone calls and messages, and maintaining a schedule of appointments. This position will work closely with the Education Personnel office to track and expedite the flow of paperwork related to Choctaw Tribal School's employment from the Director of Schools office to Tribal Human Resources and Tribal Administration. In addition, this position will act as a liaison concerning events and functions between the Director of Schools office, the local schools, and Tribal Administration.

DUTIES AND RESPONSIBILITIES:

1. Required to ensure confidentiality of merit panels from the personnel department assuring the department of schools, director, coordinator, specialist and/or program director has access to the panel.
2. Assist in the maintenance of a cumulative personnel file on each employee which shall be confidential and which shall contain, at a minimum: a copy of the employee's application for employment, notice of employment, all requests of personnel action, employment contracts, and all evaluation reports.
3. Prepare and type reports and correspondence for the Director of Schools
4. Organize, file, and maintain documents relating to the Director of Schools office.
5. Accept phone calls and cordially direct the caller regarding the Director of Schools schedule.
6. Log all phone calls and messages accurately for the Director of Schools
7. Maintain a daily schedule/calendar for the Director of Schools for the scheduling of appointments and activities.

8. Compile, communicate and verify school activities with the Director of Schools calendar and Tribal Administration.
9. Coordinate communications between school administrations, DOS, tribal administration, OPI, as assigned.
10. Prepare travel arrangements and authorization for Director of Schools
11. Obtain quotes, type purchase orders, and track purchases as assigned for the Director of Schools
12. Coordinate DOS personnel activities, tracking of forms and absences of staff, and provide announcements to all staff.
13. Type, review and submit independent contracts as needed by the Director of Schools office.
14. Maintain the confidentiality of all documents, correspondence, and conversations within the scope of the Director of Schools' office.
15. Other duties as assigned by supervisor

QUALIFICATIONS:

1. Associate of Art's Degree or higher, including study in business courses and demonstrated experience in a secretarial capacity.
2. Preferred Bachelor's degree in business or education courses.
3. Five years of experience in clerical work and/or educational work.
4. Good written and oral communication skills
5. Must be able to type at least 60 w.p.m. and be familiar with office machines and equipment as well as the Microsoft Office Suite of Applications.
6. Familiar with the editing and converting of PDF documents
7. Ability to meet with the public, providing advice, guidance and assistance.
8. Ability to follow instructions, coordinate work assignments with various tribal offices, assure completeness of work assignments and the capacity to work under deadlines dates and administrative pressure.
9. Preference will be extended to qualified Indian applicants.
10. Preference of applicant to be fluent in the Choctaw and English Language.
11. Experience in the operation of a personal computer and familiarity with word processing and database programs.
12. Neat appearance and friendly disposition.
13. 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.
14. Employee in this position is subject to random alcohol and drug testing.
15. Must possess a valid Mississippi Driver's License, Insurance, and reliable transportation

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