



OFFICE OF THE ATTORNEY GENERAL

PHONE (601) 656-4507 • FAX (601) 656-1357

MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6258 / 354 INDUSTRIAL ROAD

CHOCTAW, MISSISSIPPI 39350

JOB ANNOUNCEMENT # 362009

POSITION TITLE: Receptionist

SALARY: Grade 8

OPENING DATE: NOVEMBER 06, 2024 ^{NOV 06 2024}

CLOSING DATE: NOVEMBER 20, 2024 OR UNTIL FILLED

SUPERVISOR: Attorney General or Designee

JOB LOCATION: Office of the Attorney General/Choctaw, MS

DESCRIPTION OF POSITION:

The Receptionist will work closely with and be responsible for assisting the staff of the Attorney General's Office in various aspects of their work. He or she will work with the general public to ensure efficient daily operation of the office. Primary responsibilities will be maintaining the main telephone switchboard, clerical duties and receiving visitors in a professional manner.

RESPONSIBILITIES AND DUTIES:

1. Receive telephone calls and visitors in a professional manner, using courtesy at all times in order to determine the nature of their request; determine whether to interrupt office staff or personally furnish information by reference to files and records and/or from personal knowledge of program policies and subject matter; and accurately record and deliver all messages in a timely manner; ability to efficiently operate a multi-line phone system in an accurate and professional manner;
2. Type letters, memoranda, purchase orders, and reports; responsible for accuracy of grammar, spelling, format, and punctuation as requested;
3. Maintain a filing and record system for cases, litigation and other files as needed for the office;
4. Perform a variety of miscellaneous typing and general secretarial duties to assist staff members for the effective and efficient operation of the office as needed;
5. Maintain appointment calendar for the office staff, schedule of conference room and vehicle and service of process logs;

6. Perform office inventory for supplies and submit purchase order request for approval;
7. Operate basic office machines, including photocopier, facsimile, word processor and calculator and a multi-line telephone system;
8. Ensure the general lobby and conferences rooms are presentable and ready for visitors throughout the day;
9. Maintain upkeep of both data rooms as presentable and ensuring equipment is stocked and ready for copies or facsimiles.
10. All other duties as assigned.

WORK ENVIRONMENT:

The work environment for the Receptionist is a professional work environment.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Preference for working knowledge of Choctaw Tribal Code.
3. Preference for working knowledge of Tribal Ordinances and Resolutions.
4. Able to communicate very effectively in legal environment.
5. Will be required as a condition to employment sign a Confidentiality Statement to maintain confidentiality of all records and information.
6. Must have good written and oral communication skills, preference for oral proficiency in both Choctaw and English.
7. Ability to communicate with the general public in a pleasant manner at all times.
8. Good work habits, attendance record and interpersonal skills.
9. Must be of good moral character, honest, dependable and loyal.
10. Preference for applicant with computer skills such as knowledge in the Microsoft Word & Excel with class work or experience in filing, record keeping, and typing.
11. Knowledge of and experience with the operation of basic office machines.

12. Ability to type at least 50 words per minute.
13. Ability to follow instructions, complete work assignments in a timely manner and on schedule and function under pressure of administrative deadlines.
14. Must dress according to a professional environment.
15. Must abide by the office procedures and policies.
16. Must be able to attend meetings, training, workshops in/out of state.
17. Must possess adequate transportation, valid Mississippi Driver's License and liability insurance.
18. The Tribe is empowered to employ non-Indians, only when no qualified Native American can be recruited, trained, or upgraded to fill a given job vacancy; and a waiver of Indian Preference has been secured from the Committee on Human Resources, Training, and Development with respect to case by case action regarding the employment of a non-Indian.
19. The Authority to Waive Native American Preference Law can only be exercised by the Committee on Human Resources, Training, and Development provided that such authority is exercised on a case by case basis and by adopted motion or resolution of the committee; supported by appropriate written documentation justifying the required action, with respect to a personnel action regarding the employment of a non-Indian and only for as long as the employee remains in that position.

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