



TRIBAL RISK MANAGEMENT

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MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6086
CHOCTAW, MS 39350

Job Announcement # 362008

Position Title: Receptionist
Opening Date: **JANUARY 06, 2025** JAN 06 2025
Closing Date: **JANUARY 20, 2025 OR UNTIL FILLED**
Supervisor: Risk Management Supervisor
Salary Range: Grade 4
Type of Employment: Regular, Full-time, Non-Exempt
Job Location: Risk Management/ Insurance

SCOPE OF SERVICE:

The Receptionist will primarily be responsible for assisting employees with inquiries at the reception/ waiting area, answering the phone on the main extension of the program, and routine clerical duties.

-All Life Insurance and Death Claims

DUTIES AND RESPONSIBILITIES:

1. Maintain professionalism in greeting and assisting employees when entering the Office.
2. Monitors the main phone line.
3. Performs all typing/ e-mailing as needed.
4. Assists as needed with any special projects.
5. Any other duties assigned by Supervisor.

WORK ENVIRONMENT:

The Receptionist shall maintain an office in Risk Management/Insurance located in Pearl River Community.

QUALIFICATIONS:

1. High school diploma or GED certificate required. Post-secondary education and a minimum of 2-4 years related experience preferred.
2. Experience in operation of office machines and computer programs such as Microsoft Excel, Microsoft Word, and Power Point.
3. Excellent written and oral communication skills.

4. Ability to work independently and to carry our assignments to completion with minimal supervision.
5. Must possess a valid Mississippi driver's license with the Federal Privacy Act.

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 no qualified members 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 be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a committee member makes a motion to support such a 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 a waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MC 39350