



OFFICE OF THE TRIBAL COUNCIL

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MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010 / 101 INDUSTRIAL ROAD

CHOCTAW, MS 39350

MISSISSIPPI BAND OF CHOCTAW INDIANS

JOB ANNOUNCEMENT# 264335

Position Title: Legislative Analyst and Research Assistant

Salary: Grade 13

Opening date: **FEBRUARY 28, 2025** FEB 28 2025

Closing date: **MARCH 10, 2025**

Supervisor: Committee System Coordinator

Job Location: Office of the MBI Office of The Tribal Council

Employment Type: *Regular Full-Time*

Classification: Exempt

General Description of Position:

The Legislative Analyst and Research Assistant is responsible for researching information and preparing presentations on various issues that are requested by the members of the Tribal Council under the direction of the Committee Systems Coordinator, Office of the Tribal Council. The issues include but are not limited to taxation, sovereignty, health, federal laws, tribal laws, regulations, tribal financial program, industries' financial program as well as tribal council budget issues and other financial concerns with regards to policy analysis, and other businesses.

The Legislative Analyst and Research Assistant will be responsible for exercising the established duties under the direction of the Committee Systems Coordinator with regard to authority in conformance with the established applicable tribal policies, federal regulations, standards and guidelines through direct services, technical assistance, research, program review, and policy analyst.

The major duties to be performed involve researching and interpreting official tribal documents and other documents, legislation, and other issues affecting tribal government and tribal organizations under its governance.

Responsibilities and Duties:

1. Prepares detailed written reports on issues researched for members of the tribal council as assigned;
2. Conducts presentation to members of the tribal council and/or to the general public based on the results of any research as requested by the Tribal Council;
3. Provides information on estimates and assists the Committee Systems Coordinator in preparing the Tribal Council budget under recommendation and direction by members of the Tribal Council;
4. Research issues through the use of computerized sources or manual sources;
5. Creates and maintains a library and database of all issues researched as well as any other pertinent information requested by the Tribal Council;
6. Analyzes statistical data and financial data regarding day-to-day budgets and special projects;
7. Ensures that Resolutions/Ordinances are maintained and up to date;
8. Works with Tribal administration staff in clarifying policies as it relates to budgets and program compliance through review of program monitoring and evaluation reports;
9. Coordinates and works with the Tribal administration on special projects upon request by Office of the Tribal Chief and under the direction of the Committee Systems Coordinator;
10. Coordinate with Pearl River Resort on booking of rooms at the request of the Tribal Council. This may include some work after working hours by phone;
11. Other duties as assigned.

Work Environment

A major part of the duties will involve researching, reading and writing of Tribal Council documents and legislation governing tribal programs under its governance; and recommending solutions to the governing body.

The work of the Legislative Analyst and Research Assistant varies with each assignment according to projects, meeting, and current policies and regulations. The work demand and data access will dictate the work environment to be performed in an office setting, internal and external meetings/conferences, independently, under the direction of the Tribal Council short- and long-term goals; and, with other organizations as assignment dictates.

Local, overnight, and extended travel is required for collecting, accessing, reviewing, and analyzing information to provide recommendations and assist in the implementing of the policies established by the Governing Board. The incumbent is required to work with tribal officials and their constituents, tribal employees, public and private organizations, and other state and federal agencies for internal resources and consultant expertise for specific areas of pursuit needed for completing the assignment. The legislative analyst and research assistant usually will divide their time between office and project settings. The position workload requires spending significant time on travel to access information, secure updated legislation,

and to meet with other organizations. Typically, trying to meet multiple project deadlines on a tight schedule may present one to experience a great deal of stress. In addition, the legislation analyst and research assistant will report their findings and provide recommendations by oral presentation and/or in writing. The Legislative Analyst and Research Assistant work with little or no supervision, so one should be self-motivated and disciplined.

Qualifications:

Educational requirement for an entry-level job is a Bachelor of Science Degree (four (4) year degree) in a related field of work, with experience in a field which requires a working knowledge of an extensive array of research resources.

1. Experienced in work related fields that require a working knowledge of an extensive array of research resources;
2. Experienced in the operation of a computer with preference extended to applicants who have working knowledge of Microsoft Office, Lexis-Nexus, and other sources necessary to perform the research;
3. Ability to follow instructions, coordinate workload and assure completeness of work assignments;
4. Must possess good work habits, good written and oral communication skills, punctuality, maintain professional attire and neat appearance and the ability to get along with others;
5. The applicant must have a minimum of five (5) years' experience in tribal, state or federal government;
6. Personal transportation, liability insurance, and a valid Mississippi driver's license are required for this position;
7. The Tribe is empowered to employ non-Indians, only when no qualified Indian 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;
8. The Authority to Waiver Indian 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 Mississippi Band of Choctaw Indians, through revised Administrative Personnel Policy and Procedures adopted by the Tribal Council on July 1, 2016, exercises Native American Preference and Veterans Preference. See Section II.A and II.B of the policy manual.

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 the MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a 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