

**TUNICA-BILOXI TRIBE OF LOUISIANA  
MEMORANDUM**

Job Announcement

**DATE:** June 27, 2025  
**FROM:** Human Resources Department  
**RE:** Administrative Assistant / Secretary

The Human Resources Department is currently taking applications for a Full-Time Administrative Assistant / Secretary in the Tribal Police Department. The attached position announcement must be posted ten **(10)** full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at [www.tunicabioxi.org](http://www.tunicabioxi.org) and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until July 11, 2025, at 4.00 p.m.

**Date and hour posted:** \_\_\_\_\_ : \_\_\_\_ . m.

**Date and hour removed:** \_\_\_\_\_ : \_\_\_\_ . m.



## **JOB DESCRIPTION**

<b>Job Title:</b> Administrative Assistant/Secretary	<b>Department:</b> Tribal Police Department
<b>Reports to:</b> Chief of Police	<b>Employment Status:</b> Full Time
<b>Classification:</b> Non-Exempt	<b>Salary:</b> \$35,000-\$45,000
<b>Supervisory Status:</b> Non-Supervisory	<b>Date:</b> June 27, 2025

### **Summary:**

The Police Department Secretary supports the administrative functions of the Tribal Police Department by coordinating scheduling, maintaining documentation, and performing clerical tasks essential to department operations. This position ensures organized communication and recordkeeping while assisting with regulatory compliance and internal tracking.

### **Essential Duties and Responsibilities:**

- Answer and direct incoming calls; greet and assist department visitors.
- Maintain police records, training logs, rosters, and equipment inventories.
- Coordinate Chief's calendar, meeting logistics, and travel documentation.
- Prepare, format, and file reports, memoranda, and departmental communications.
- Process and archive incoming/outgoing correspondence, reports, and requests.
- Assist with payroll reporting, timesheets, and procurement documentation.
- Ensure records compliance with applicable confidentiality and retention standards.
- Assist in grant documentation, performance tracking, and compliance submissions.
- Coordinate internal department schedules, trainings, and policy updates.
- Perform other administrative tasks as assigned by the Chief of Police.
- Perform other duties as assigned by the Tribal Administrator.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Manage multiple complex, time-sensitive assignments concurrently
- Work Cooperatively with other staff, government agencies, and local organizations
- Analyze data and present complex ideas and information effectively both orally and in writing.
- Excellent written and verbal communication skills.
- Excellent organizational and problem-solving skills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Requirements:**

- Associate's Degree in Criminal Justice preferred; in lieu of degree, a minimum of three (3) years of progressively responsible clerical or administrative experience in a law enforcement or legal setting is required. Experience working with tribal entities is preferred.
- Proficient in Microsoft office program applications, such as Word, Excel, and Power Point and other computer software programs such as zoom, etc.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and operate with integrity under pressure.

**Certificates and Licenses:**

- Must possess a valid driver's license
- Must successfully pass a criminal background check

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Candidates must have good eye and hand coordination.

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*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.**