

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: ENROLLMENT CLERK
DEPARTMENT: CULTURAL RESOURCE DEPARTMENT
SUPERVISOR: CULTURAL RESOURCE DIRECTOR
STATUS: NON-EXEMPT/HOURLY

ENROLLED SAUK SUIATTLE MEMBER ONLY

SUMMARY

The Enrollment Clerk is responsible for the Sauk Suiattle Indian Tribe Enrollment Program guided through the duly approved Enrollment Ordinance and Amendments. Several other SSIT Ordinances, such as the Election Ordinance, Hunting and Fishing Ordinance, and the Family Code have language where the Enrollment Clerk must work cooperatively with other Departments. The Clerk will be responsible for conducting genealogical research, helping applicants secure proper documentation (copies of birth, death, or marriage license) for enrollment purposes and shall work under the direction of the Tribal Council appointed Enrollment Committee and the Director of Cultural Resources. The Clerk shall assist applicants for enrollment or relinquishment in a timely manner. The Clerk shall also produce identification cards for membership. The Enrollment Clerk produces the annual “eligible voters list” and updated mailing list each year in task with the Election Board as an appointed member of that Board. Under the Family Code, the Enrollment Clerk verifies eligibility for enrollment for potential case management. The Hunting and Fishing Ordinance shall outline the criteria for issuance of legal identification cards for eligible Sauk Suiattle member hunters and fishermen. The Enrollment Clerk is called upon to produce research demographic data on its membership for funding purposes and for welfare assistance. The Enrollment Clerk shall be the site manager for maintaining current application patches in Progeny, our enrollment software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review all enrollment applications for completeness.
- Process all enrollment applications in a timely manner.
- Draft family trees to ensuring accuracy of enrollment applications, demonstrating ancestral link to the 1943 US Skagit Suiattle Census Roll.
- Prepare enrollment documents according to policy.
- Maintain professional correspondence and with all pending applicants, and current and relinquished members.
- Files shall be complete, maintained and up to date for all pending applicants, current members, deceased members, and relinquished members.
- Maintain the enrollment data-base software, Progeny, to ensure accuracy at all times.
- Maintain current mailing address list for all tribal members.
- Update the Tribal supplemental roll and send it to the BIA annually.

- Arrange enrollment meetings as necessary.
- Record and maintain confidential files on all enrollment meetings and completed applications.
- Work with the Office of Legal Council and the enrollment board to update the enrollment ordinance.
- Work with other tribes on enrollment issues.
- Order supplies and complete required purchase orders for any expenses.
- Willing to develop cultural skills and knowledge to teach and sustain the Sauk-Suiattle unique heritage, including Lushootseed Language studies to learn unique tribal names of ancestors.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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. Ability to develop and maintain positive relationships with Tribal Members and potential Tribal Members. Possess, or have desire to gain, skills necessary to develop and implement the enrollment program. Able to work independently and experience working in a social environment. Knowledge of the Sauk Suiattle History is necessary.

EDUCATION AND/OR EXPERIENCE

- High school diploma or GED.
- Five (5) or more years work experience in tribal enrollment.
- Service on the Sauk Suiattle Enrollment Committee may substitute for years of work experience. Work knowledge must be demonstrated during interview.
- Experience working the Legend ID Program.

CERTIFICATES, LICENSES, REGISTRATIONS

- Enrollment Certification (or willing to obtain)
- Progeny certification (or willing to obtain)
- Current, valid, unrestricted Washington State driver's License
- First Aid, CPR certification (or willing to obtain)
- Blood Pathogen certification (or willing to obtain)

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment 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.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to

50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

CULTURALLY SENSITIVE

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

DRUG FREE WORKPLACE

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

BACKGROUND CHECK

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.