

Sauk-Suiattle Indian Tribe | Job Description

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

SUMMARY

The Enrollment Clerk is responsible for the Sauk Suiattle Indian Tribe Enrollment Program guided through the duly approved Enrollment Ordinance, Election Ordinance, Hunting and Fishing Ordinance, and the Family Code. 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 Enrollment Officer who is 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. The Enrollment Clerk is required to study the Lushootseed Language and assist the Cultural Resource Department with cultural events and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review all enrollment applications for completeness.
 - a. Draft family trees to match enrollment applications demonstrating ancestral link to the 1943 US Skagit Suiattle Census Roll.
2. Maintain professional correspondence with all applicants for enrollment or relinquishment.
3. Arrange enrollment meetings as necessary.
4. Work with other tribes on enrollment issues.
5. Record and maintain confidential legal files on all enrollment meetings and completed applications.
 - a. New pending applicants, current members, relinquished and deceased members files shall be maintained as completed.
6. Handout and take enrollment applications and process in a timely manner.
7. Update the Tribal supplemental roll and send it to the BIA annually.
8. Work with the Office of Legal Council and the enrollment board to update the enrollment ordinance.

9. Makes copies of correspondence or other printed materials.
10. Complete required purchase orders for supplies, stamps, or Fed-EX mailings.
11. Prepares original documents according to enrollment tasks.
12. Maintain current mailing address list for all tribal members.
13. Work with and maintain the enrollment and data-base Progeny Software to keep it current.
14. Assist the Cultural Resource Department with all events and activities sponsored by them;
 - a. The Big Walk, Canoe Journey, Celebration of Generations Pow Wow, Ceremonies, cultural activities, gathering or processing cultural resources, workshops and trainings.
15. Willing to develop cultural skills and knowledge to teach and sustain the Sauk-Suiattle unique heritage, including Lushootseed Language studies.
16. Position may require participation in cultural activities.
17. 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 general education degree (GED) with one (1) or more years of work experience in tribal enrollment. Service on the Sauk Suiattle Enrollment Committee may substitute for years of work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Enrollment Certificate. Certificate of training in Progeny. Current Washington State driver's license. First Aid/CPR certification, or ability to obtain within six months.

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 VETERANS PREFERENCE APPLIES