

CHEMEHUEVI INDIAN TRIBE
P. O. Box 1976
Havasu Lake, CA 92363
Tribal Employment Rights Office (TERO): Phone (760) 858-5100, FAX (760) 858-5279
dir.tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

Enrollment Clerk

STATUS: Permanent/Full-Time/Non-Exempt
DEPARTMENT: Administration
REPORTS TO: Secretary Treasurer
SALARY RANGE: \$11.00 - \$14.00 DOQ @ 32 hours per week
CLOSES: **For in-house consideration apply by May 3, 2019 for all others, May 10, 2019.**

Summary:

Enrollment Clerk will work with and assist the Secretary/Treasurer in maintaining a tribal data base inclusive of tribal enrollment records and statistics.

Duties and Responsibilities:

- Set up and maintain data base containing various Tribal Records/Enrollment.
- Keep records/enrollment current as changes occur such as address changes, births, deaths, marriage, divorce, etc.
- Maintain current Tribal Statistics for rolls and membership.
- Prepare Tribal Roll information for Election Board.
- Prepare letters to members advising of enrollment status or certification records.
- Maintain filing system.
- Certification/verification of membership.
- Create Tribal ID's as requested.
- Attend enrollment committee meetings. Present applicants for enrollment.
- Other duties as assigned.

Qualifications:

- Must be an enrolled member of the Chemehuevi Indian Tribe.
- High School diploma or GED.
- Computer skills a must (Word, spreadsheets including Excel proficiency required. Experience with computer database management).
- Strong organizational skills.
- Interact effectively/professionally with community members.
- Ability to work with minimal supervision.
- Complete understanding and experience working in an environment where confidentiality is a priority.
- Pre-employment drug screening, and background check.
- Able to meet short deadlines and work under stress
- Comply with Drug-Free Workplace Policy.