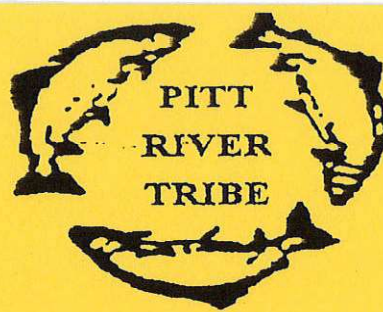


TRIBAL CHAIRMAN

DIANE TAYLOR
TRIBAL SECRETARY

FLORENCE MORAN
TREASURER



37014 Main Street
Burney, CA. 96013

Telephone

(530) 335-5421
(530) 335-3140 FAX

ELEVEN AUTONOMOUS BANDS

Enrollment Coordinator

Department: ~~ANA Project~~
Supervisor: Tribal Administrator
Supervises: None

Position Summary:

Under the supervision of the Tribal Administrator for the ANA Project, performs enrollment services and demographic data collection in coordination with the Project Staff, including the Project Coordinator and Social Worker. The enrollment Coordinator will research, retrieve, update, maintain, and document all enrollment records for the Pit River Tribe and enter in to a computerized system.

Specific Responsibilities:

1. Research and retrieve copies of enrollment from NCA and BIA.
2. Verifies enrollment of Tribal members to appropriate agencies.
3. Update and documents enrollment files.
4. Maintain the base roll and keep current tribal membership roll in coordination with the Tribal Secretary.
5. Maintains data entry for Demographic and Enrollment project in the computerized system.
6. Accepts all new applications for enrollment to review and monitor with Tribal Secretary and Enrollment Committee.
7. Send written (action taken) notice to all applicants applying for enrollment in the Pit River Tribe.
8. Compile and have ready documents, i.e., DMV License, Fishing License, Identification Cards, and Certifications, for Tribal Secretary signature.
9. Work closely with the Tribal Secretary and Enrollment Committee to assist in monitoring and review and action taken per enrollee.
10. Provide Degree of Blood Certification.
11. Answer all correspondence pertaining to enrollment.
12. Report Monthly to the Tribal Administrator on activities completed with Tribal Secretary and Enrollment Committee.
13. All other duties assigned.

ATWAMSINI

MADESI

ASTARAWI

APORIGE

AJUMAWI

HEWISEDAWI

ILMAWI

ITSATAWI

KOSEALEKT

HAMMAWI

ATSUGEWI

Qualifications/Experience:

1. Graduation from an accredited high school.
2. Knowledge of computer systems data base or enrollment software.
3. Type minimum of 45 words per minute.
4. Knowledge of Indian community and the Tribal Enrollment Ordinances.
5. Familiar with the BIA, Federal Laws, and Tribal Policy on appeals of enrollment.
6. Must have good communication skills.

Requirements:

1. Must have own transportation and a valid Driver's License.
2. Native American preference will be exercised consistent with Indian Preference Hiring Act provided in P.L. 93-638.

An applicant claiming Indian Preference must provide documentation of heritage with employment application.