

36970 Park Ave  
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www.pitrivertribe.org



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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

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Mickey Gemmill Jr.  
Tribal Chairperson

Lawrence Cantrell  
Tribal Vice Chairman

Faith Santillan  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Charles White  
Tribal Administrator

## OFFICE OF HUMAN REOURCES

### POSITION ANNOUNCEMENT AND POSTING Enrollment Clerk

Department: Enrollment Department  
Title: Enrollment Clerk  
Classification: Non- Exempt/Full time  
Hourly Wage: \$13.00-\$18.00 DOE  
Department: Tribal Administration  
Reports To: Tribal Administrator and Tribal Council Secretary

**Introduction:** The purpose of this position is to provide support services to Tribal Council Secretary and Tribal administration specifically the Pit River Tribe Tribal Administrator. The Enrollment Clerk will work collaboratively with the Tribal Council Secretary Elect, Enrollment Committee and Tribal Administrator with ensuring the Pit River Tribal Enrollment Department is functioning proficiently and effectively.

**Position Summary:** This position is responsible for all support services to the Tribal Council Secretary Elect, Enrollment Committee and Tribal Administrator. The Enrollment Clerk must have the professional maturity and capability to work with Tribal Community members, Tribal Council, internal Tribal and Enterprise staff and external stakeholders. Competencies related to this position: accountability, accuracy, absolute confidentiality, detail oriented, ethical, honesty/integrity, loyal, multi-tasking, organized, reliability and responsible. Knowledge and experience with Progeny software will be very helpful.

**Essential Duties and Responsibilities:** Because of the tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities; specific duties include:

1. Keeping member's addresses and contact information up to date.
2. Logging everything that comes into the office such as; New Enrollment Applications, Change of Address forms, all mail etc.
3. Keeping all files in order, go through all files and label if they are pending files, need resolutions, or new files that need committee review

4. Keep all committee logs and sign in sheets in a binder as a reference for file reviews.
5. Having a conscious knowledge as to where all files are and what their status is, in case people call about the status of their application.
6. Scan all documents into Progeny profiles as much as possible. Most profiles have no documents in their Progeny file.
7. Type resolutions for the Secretary to take to council along with a resolution report.
8. Create new Progeny profiles you have to be very thorough and take your time. **MUST** scan all documents into the newly created profile.
9. Create new paper files for the filing cabinets, file it into the right band
10. Be in contact with numerous other tribes to check for dual enrollments
11. **MUST** be in contact with the finance office to assure that the addresses there match up with the addresses in Progeny along with SS#'s, guardians of children and Payee's for Revenue Sharing.
12. Know how to use the Progeny system efficiently. Such as building reports, scanning documents, printing Certificates of Enrollment, printing tribal ID cards, adding photos and signatures to profiles.
13. Know how to print the Pit River Tribe employee ID badge.
14. **STAMP** all documents with a Received stamp and sign initials.
15. Be in contact with the committee to know future meeting dates.
16. Log all calls, names, numbers and the reason for calling.
17. Hand out Transportation Tags(deer) tags.
18. Hand out DMV registration forms
19. Send out Committee Action Notices and log all notices sent out.
20. Be in contact with the BIA about verifying people's enrollment
21. Be in contact with Tribal TANF to verify enrollment
22. Get all death certificates from the Social Services Coordinator, log, scan into progeny, update info in progeny, and file into paper file.
23. Know how to convert Progeny reports into the format of address labels for band meeting notices
24. Help bands create their Band Meeting notices, printing, cutting, labeling, and mailing for the Band.
25. Keep track of everything that is ordered from the Enrollment Budget. Print out the item and the price and log in the Supplies binder.
26. Be in contact with PRHS to verify enrollments
27. Scan land applications and print certificates of enrollment for land apps

**Qualifications and / or experience:** Must have a High School Diploma or GED, Business school or an Associate's degree is preferred. 2-3 years prior experience in the field is required, familiar with grant and contract compliance reporting. Familiar with grant contract reporting. Must have working knowledge of MS Excel and MS Word applications.

**Job Requirements:** Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public. Must possess a valid California driver's license and be insurable by the tribe's auto insurer. Must have reliable transportation and provide proof of auto insurance. Applicant must

be willing to submit to and pass a pre-employment drug test. Must successfully pass a background check before hiring.

**Note:** This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**MUST PASS A PRE-EMPLOYMENT DRUG TEST AND THOROUGH REFERENCE CHECK.**

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>

Drop off your application at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR. Questions about the application process can be sent to:

Elizabeth Sato, Human Resources Director  
Tribal Administration  
36970 Park Avenue, Burney, California 96013  
(530)335-5421, (530)335-3140 Fax  
[hr@pitrivertribe.org](mailto:hr@pitrivertribe.org), <http://pitrivertribe.org/>

**Posted: 9/7/2018**

**Deadline: 9/17/2018 5:00pm**