



Position Description

Position Title: Enrollment Assistant
Department: Enrollment Department
Reports To: Tribal Secretary
Classification: Non-Exempt/Full Time
Pay: \$14.50-\$18.00 DOE

Introduction:

This position aims 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 to ensure the Pit River Tribal Enrollment Department functions proficiently and effectively.

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:

- Keeping member's addresses and contact information up to date.
- Logging everything that comes into the office such as; New Enrollment Applications, Change of Address forms, all mail, etc.
- 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
- Keep all committee logs and sign-in sheets in a binder as a reference for file reviews.
- Having a conscious knowledge of where all files are and what their status is, in case people call about the status of their application.
- Scan all documents into Progeny profiles as much as possible. Most profiles have no documents in their Progeny file.
- Type resolutions for the Secretary to take to council along with a resolution report.
- Create new Progeny profiles; you have to be very thorough and take your time. **MUST** scan all documents into the newly created profile.
- Create new paper files for the filing cabinets, file them into the right Band
- Be in contact with numerous other tribes to check for dual enrollments

- **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 Payees for Revenue Sharing.
- 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.
- Know how to print the Pit River Tribe employee ID badge.
- **STAMP** all documents with a Received stamp and sign initials.
- Be in contact with the committee to know future meeting dates.
- Log all calls, names, numbers, and the reason for calling.
- Hand out Transportation Tags(deer) tags.
- Hand out DMV registration forms
- Send out Committee Action Notices and log all notices sent out.
- Be in contact with the BIA about verifying people's enrollment
- Be in contact with Tribal TANF to verify enrollment
- Get all death certificates from the Social Services Coordinator, log, scan into Progeny, update the info in Progeny, and file into a paper file.
- Know how to convert Progeny reports into the format of address labels for band meeting notices
- Help bands create their Band Meeting notices, printing, cutting, labeling, and mailing for the Band.
- Keep track of everything that is ordered from the Enrollment Budget. Print out the item and the price and log in to the Supplies binder.
- Be in contact with PRHS to verify enrollments
- Scan land applications and print certificates of enrollment for land apps

Qualifications:

- 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 a working knowledge of MS Excel and MS Word applications.
- 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.
- Applicants 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 awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact 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).

Acknowledgment: 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.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:

Human Resources Department

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