

## POSITION DESCRIPTION

NEW

**POSITION:** Enrollment Assistant  
**LOCATION:** Enrollment Offices  
**SALARY:** \$12.00

**POSTING DATE:** 11/7/19  
**CLOSING DATE:** 11/14/19  
**PAYGRADE:** 3

Supervised by/Reports to: Land & Enrollment Mgr. Department/Office: Land & Enrollment Division: Administration

**GENERAL RESPONSIBILITIES:** Responsible for assisting the Land & Enrollment Manager in all aspects of the tribal land assignments and tribal enrollment responsibilities as well as maintenance of the official tribal registry records.

### DUTIES:

1. Assist in maintaining all land and enrollment records including updating accurate member information.
2. Assist in providing & accepting applications and relinquishments for land assignments, tribal enrollment, and death benefit.
3. Assist in creating & issuing enrollment cards, hunting and fishing permits, and official letters of descendency.
4. Assist in verification of enrollment certification inquires for all tribal entities.
5. Assist in the maintenance of all official tribal registry records, including certificates of death, marriage, divorce and all land-related records.
6. Assist in determination of legal land descriptions for recording of land assignments.
7. Assist in burial site management of tribal burial grounds.
8. Work with and provide information to the Land Committee and Enrollment Committee, including submission of committee minutes and appropriate documents for Tribal Council agendas.
9. Work closely with Land Management department in land-related issues, including land impact reviews.
10. Perform clerical duties including accurate data entry, filing, maintain & order office supplies, answer the telephone, operate office machines, sort mail, maintain various logs, etc.
11. Assist in preparations and monitoring of department budget.
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
16. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### QUALIFICATIONS:

1. High School Diploma or GED is required.
2. Must be an enrolled member of the Stockbridge-Munsee Tribe.
3. Basic mathematical skills required, ability to calculate legal land descriptions helpful.
4. Ability to work well with public and handle stressful situations with tact.
5. Experienced clerical skills required, including composition, word processing, and filing.
6. Knowledge of PC software required.
7. Must have a strong interest in tribal history and tribal genealogy.
8. Must submit to a Criminal Investigation Background Check.

9. Must be willing to attend all applicable training.
10. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
11. Must be eligible for coverage under the employer's liability insurance.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. Must be able to meet physical requirements of position.
14. Must abide by departmental and organizational safety, testing, and uniform guidelines.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

#### **SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position: 10/30/2013  
Revised Position:

Tribal Council Approved:11-5-19  
Tribal Council Approved: