



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Enrollment Assistant

**LOCATION:** Enrollment Offices

**SALARY:** \$15.00

**POSTING DATE:** 8-22-22

**CLOSING DATE:** 8-29-22

**PAYGRADE:** 3

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

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

## STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

## DUTIES:

1. Records and maintains accurate and confidential enrollment files and records.
2. Collects, reviews, enters, and organizes accurate data entry into Progeny database.
3. Handles questions, issues, and provides information on requirements, processes, and policies.
4. Processes and ensures applications and requests are complete for Tribal Enrollment, Relinquishment, Descendant Verification, Per Capita Payment and Burial Assistance.
5. Creates and issues: Tribal ID cards, Certificates of Tribal Enrollment, Certificates of Tribal Descendancy, and Family Trees.
6. Verifies enrollment and descendant inquiries for tribal entities and members.
7. Assist in maintaining all enrollment records including updating accurate member information.
8. Assist in providing & accepting applications for tribal enrollment, and death benefit.
9. Assist in the maintenance of all official tribal registry records, including certificates of death, marriage and divorce.
10. Assist in calculating blood quantum for accurate documentation.
11. Work with and provide information to the Membership Committee, including submission of committee minutes and appropriate documents for Tribal Council agendas.
12. Perform clerical duties including accurate data entry, filing, maintain & order office supplies, answer the telephone, operate office machines, sort mail, maintain various logs, etc.
13. Must maintain an acceptable departmental attendance record.



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14. Must be reliable and prompt when reporting to work.
15. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. 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 blood quantum required.
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.



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4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

**SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
W12635 Cty A  
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 Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

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:  
EDHR Approved: 8-22-22

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