

**SUMMIT LAKE PAIUTE TRIBE**

Primary Administrative Office

1001 Rock Blvd., Sparks, NV 89431

(775) 827-9670 Fax (775) 827-9678

Position Title: Enrollment Coordinator

Rate of Pay: DOE

Opening Date: 01/01/2019 (Public with Indian Preference)

Funding Program: 101

Closing Date: Until Filled

Duration of Employment: Temporary, 1 year

Benefits: Paid Holidays/Vacation/Sick Leave (subject to completion of 180 days probation)

About the Tribe: The Summit Lake Paiute Tribe is a federally-recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's constitution is titled *Articles of Association*. The Summit Lake Reservation is located 50 miles south of the Oregon state border, 68 miles east of Cedarville, California, and, 83 miles north of Gerlach, Nevada. The Tribe's Primary Administrative Office is in Sparks, NV.

**Position Summary:** The Enrollment Coordinator is responsible for administrative functions and responsibilities of the Enrollment Department under the direct supervision of the Tribal Council Chairperson. Incumbent will perform the specific clerical tasks and duties required for the efficient implementation and documentation of the procedures required under the Enrollment Policy and Tribal Ordinance.

**Duties:**

- Establish and administer maintenance of computer format for implementing individual file records and statistical information for data processing. Have a working knowledge of computer systems, programs, and input requirements in Progeny
- Work closely with the Tribal Council and Bureau of Indian Affairs in determining Indian blood degree in accordance with Tribal requirements. Keep advised of any changes in federal regulations or procedural policies affecting the processing of a tribal Request for Enrollment.
- Prepares all documents relating to the operation of the Enrollment Department. Prepares resolutions and ordinances that are established in accordance with Tribal Council action or directives that govern the Enrollment Department.
- Maintains and updates the Enrollment Department Procedures Handbook, specifying the processing of Enrollment documents and an address reference for Tribal Enrollment Offices, Bureau of Vital Statistics Departments, and any other reference sources which are frequent used.
- Works with and reports to the Tribal Enrollment Committee and/or Council on all activities or actions, requiring decisions on enrollment matters. Prepares reports and documents to aid in processing decisions for presentation to the Tribal Council.
- Prepares and presents special administrative and statistical reports to the Tribal Council.

- Submits the tribal membership roll to the Tribal Council for certification. Forwards certifications and membership rolls to the Bureau of Indian Affairs for action. Supervises the maintenance of the Tribal Membership Rolls.
- Insures that records are kept confidential and are made available to only those individuals or organizations entitled to view or use said records for official purposes. (Bureau of Indian Affairs)
- Responsible for providing outstanding customer service to the general public who come to the Summit Lake Enrollment Department Office.
- Responsible for ensuring documentation is in files showing that each tribal member who reported or believed to have dual enrollment status was informed of the opportunity to elect which Indian Tribe to relinquish their membership rights.
- Responsible for ensuring documentation is in the files showing proof of relinquishment of enrollment in “other” Indian Tribe or confirms that the person is not enrolled in such “other” Indian Tribe.
- Ensure adequate documentation is maintained in each file to be able to determine if enrollment process was completed correctly and recommend disenrollment process if necessary.
- Other duties as assigned.

**Minimum Qualifications:**

- Must be a high school graduate or possess a GED with at least two years of work experience in clerical, secretarial, or business office.
- Post high school education, vocational, technical, or college preferred, but not required.
- Must have excellent knowledge and experience in document organization skills.
- Ability to work independently on project with minimal supervision.
- Must be highly confidential with strong communication skills with ability to work with the public in a pleasant and professional manner.
- Computer literate with good knowledge of standard Microsoft Office software suite, i.e. Word, Excel, and Outlook, at minimum. Good typing and grammar skills are essential.
- Knowledge of Progeny software a plus but not required.
- Experience in operating copy machine, scanner, and other standard business machines.
- Indian preference applies.
- Name not included on the Federal Excluded Parties List.
- Must possess a valid driver’s license and be insurable by the Tribe’s insurance company.

**Tribal Members and Indian Preference**

The Summit Lake Paiute Tribe is a Tribal Member and Indian Preference employer; in accordance with Section 7(b)(c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.