

Vacancy Announcement

Title: Enrollment/Census Specialist

Reports To: Enrollment Officer

Location: Happy Camp

Salary: \$12.00 to \$ 18.00, depending on experience.

Classification: Part-time (25 hours/week), Regular, Non-Exempt

Summary: **The Enrollment/Census Specialist shall work five days per week using professional, courteous office management skills. Shall process requests utilizing available office equipment. Shall provide assistance to the Tribal membership/descendants and community population. Shall maintain Census data and prepare reports as requested.**

Application Deadline: September 20, 2017 until 5:00 pm

Job descriptions and applications are available online at www.karuk.us/jobs, or contact the Human Resource Director, Karuk Tribe, PO Box 1016, Happy Camp, CA 96039

- Telephone: 530-493-1600, ext: 2010
- Fax: (530) 493-1611
- Email: dlbernal@karuk.us

The Karuk Tribe's **(TERO) Preference**, and **Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicants must submit an employment application to the Happy Camp Human Resources Office no later the deadline September 20, 2017 by 5:00 pm.

Position Description

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Reports To: Enrollment Officer

Location: Happy Camp, California

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Classification: Part Time (25 hours/week), Regular, Non-Exempt

Summary: The Enrollment/Census Specialist shall work five days per week using professional, courteous office management skills. Shall process requests utilizing available office equipment. Shall provide assistance to the Tribal membership/descendants and community population. Shall maintain Census data and prepare reports as requested.

Responsibilities:

- 1) Shall keep department correspondence up to date.
- 2) Shall process Tribal Membership/Descendant applications.
- 3) Shall prepare family trees.
- 4) Shall keep the mailing list up to date.
- 5) Shall provide various forms as needed.
- 6) Shall provide verification of membership/descendant status to other Tribal departments.
- 7) Shall provide ID cards for members, descendants and employees, keeping ID card machine clean and in good working order.
- 8) Shall provide assistance with bulk mailing for other departments.
- 9) Shall maintain department files.
- 10) Shall maintain Tribal Census data and produce reports as requested.
- 11) Shall work with Directors to develop additional databases to serve program needs.

- 12) Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- 13) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

- 1) Have the ability to work effectively with Native American people in culturally diverse environments.
- 2) Have the ability to manage time well and work under stressful conditions with an even temperament.
- 3) Have the ability to establish and maintain harmonious working relationships with other employees and the public.
- 4) Have the ability to understand and follow oral and written instructions.

Requirements:

- 1) Must possess high school diploma or equivalent.
- 2) Must have computer knowledge including experience with databases, spreadsheets, and word processing. Experience with Access Databases and data entry is highly preferable.
- 3) Must have experience working with the public and good communication skills.
- 4) Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 5) Must adhere to confidentiality policy.
- 6) Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised December 28, 2005/Revised June 2007/Revised October 2012/Revised November 20, 2014

Chairman's Signature: _____

Employee's Signature: _____