

## **Enrollment Officer**

**Reports To:** Tribal Council

**Location:** Happy Camp Administration Office

**Salary:** \$12.00 to \$17.00, depending on experience.

**Summary:** The Enrollment Officer shall be responsible for oversight of the Karuk Tribal Membership Rolls. Shall work directly with the Enrollment Committee to oversee procedures for enrollment into the Karuk Tribe and implement changes as approved. Shall provide information to Membership regarding services offered by the Enrollment Department and answer questions regarding enrollment. Shall assist potential members with family research as necessary to aide them in the enrollment process.

### **1) What are your typical job responsibilities?**

We process applications for membership and descendency. We research family histories. We make ID cards for members, descendants and employees. Issue fee exemption forms for fishing licenses, sales tax and vehicle license renewals. We issue eagle feather permit forms. Send members and descendants CIB's to Tribal Health Clinics, schools, education, housing and other departments when requested so they can have services. We handle the bulk mailings like newsletters, birthday cards, election news, etc. We call members over 18 to do their assessment surveys, (censuses). We enter the data into the computer so we can give reports to other departments. Assisting whoever calls on the phone with what they need.

### **2) How do you *really* spend your day?**

Most of the day is spent talking on the phone and doing data entry.

### **3) How do you organize your day to ensure you get everything done?**

I like to do things as soon as they are requested. If you put them off they pile up. People need things right away when they call. They may need membership verification to have a tooth pulled or have a medical emergency. We take care of the phone calls and office visitors first and answer the mail next then the census in our spare time. Some days we can do several censuses and other days none.

### **4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

There are not many jobs in Happy Camp since the logging shut down. This used to be a thriving community. My Mother was born here, her Mother and Father, their ancestors back as far as recorded time began and then farther back. I left here and worked other places when I was young but came home for good in 1987. I had done many other jobs like store clerk, waitress, bartender, nurses aide, and bakery manager and restaurant manager. These jobs do not have retirement, insurance or leave benefits and you work more on the weekends and holidays. I tried for a long time before I got this job. I am very grateful for this job because they had to train me from scratch. I was 50 years old and had never typed or used a computer at all. Now here I am typing this pretty fast and proud of it.

**5) Uppers; what is the thing that you love most about your job?**

My job is great because I get to provide a service to our membership. I get to talk to the Members on the phone while doing their censuses and they are very interesting. I get to hear about the fishing in Alaska, the storms in New Orleans, the people who had their home damaged from the 9-11 bombings and many other things. I get to sit down most of the time. People treat me with respect and I treat them the same. I get a paid vacation, sick leave and a retirement plan. I get health insurance and holidays off with pay.

**6) Downers; what is the thing that you love least about your job?**

Sometimes, not very often, people can get rude because they don't understand we have to follow our policies.

**7) What inspires, excites, and/or motivates you in your job?**

I feel needed and like I am doing something good for our Tribal Members and Descendants. I know we don't have funding to help everyone at this time but doing the census helps to know what the people's needs are and plan for the future so eventually we might be able to help everyone that needs help.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

I work 40 hours a week from 8 am until 5 pm. I go to the Enrollment Committee Meeting during work hours one day a month and to the Council Meeting after work one day a month. I try to go on one enrollment training a year. There are more trainings a person could go to but I like being in the office and not getting behind on things.

**9) How do you relieve stress?**

There is no stress in this job most of the time. If I do get stressed about something I go talk to my boss, the Council Chairman. If he is not there I go talk to the TERO Director.

**10) Does your job include a lot of traveling? Do you enjoy it?**

My job requires some travel. I enjoy travel very much but I enjoy being here just as much.

**11) What advice would you give to someone interested in this line of work?**

I would tell them to get into this line of work because it's very rewarding.

**12) What does a typical day in your world look like?**

I get up at 6 am and watch the news while having coffee with my husband until 7 am. I get ready and go to work. I always try to be at work 15 minutes early. I go home for lunch at 12 and back to work at 12:45. I get off at 5 pm; go to the post office, store and home. I visit with my 90 year old mother-in-law who lives beside us for about ½ hour and talk to my daughter on the phone for about 10 minutes then I fix something for dinner, eat, do dishes and watch TV. I have to hold our 14 year old cat for about ½ hour whether I feel like it or not because she will just sit and look at me until I do. (I don't even like cats). I go to bed at 10 pm.