

Enrollment/Census Specialist

Reports To: Enrollment Officer

Location: Happy Camp, California

Salary: \$9.00 to \$12.00 per hour, depending on experience

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.

1) What are your typical job responsibilities?

My duties are Creating ID cards, Processing of Descendancy and Membership applications, Completing DMV exemptions, Sales tax exemption forms, fishing licenses, Minutes for Enrollment Committee, Updating information given by members and descendants, Pull reports for many different departments and tribal entities, creating labels for mass mailings, and processing bulk mailings. Updating and maintaining computer system for enrollment, filing and answering phones.

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

My day varies, we get a lot of phone calls with different requests so it can be very busy at times with members requests for documentation or it can be slow and leave time to complete tasks that can be done at any time. Then census' can be completed during this down time.

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

If I have things left over from the day before I usually write a list on my post it pad, and complete them in the order that they are written, I take calls as the day goes by and take care of the requests that have the highest priorities. I write a list of things that need to be completed for the next day before I leave for the night.

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)?

I grew up in Happy Camp and like living on the River, I have two children and I would like to raise them here. Before I had my second child I worked in the Health Department and maintained the Health Database for the Karuk Tribe, I took a year off to take care of my youngest child and decided I needed a job that wasn't as stressful and had less travel. When I was ready to return to the work force there was a job opening with the Enrollment Department.

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

I like that every day varies in our office, I talk with Members all over the world and do what I can to help them. It gives me a sense of accomplishment to help people get information they need and to help people know who their ancestors are.

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

Some times it is very slow in this office. I am a person that likes to be busy all the time so sometimes this is a downer. There are also times when people are not very nice and are rude.

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

I enjoy hearing people's excitement when they find out they are tribal or that they have been accepted into the Karuk Tribe. It makes me want to do all I can to help them.

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

We have an Enrollment Committee meeting once a month, I used to work 40 hours a week but with family issues I was able to change my schedule to work 35 hours a week July-Dec and 25 hours a week Jan-June. My position might go to training out of town once a year if that and I go to Yreka once a year to create ID cards for the Head Start center in Yreka. During anytime of the day people show up and get ID cards, ask for family trees, complete applications or just come in to get ancestry data. We do not require appointments; we have an open door policy.

9) How do you relieve stress?

I leave my stress here at the office, with this job there is really not much stress, but when there is I leave it here and go home and hang out with my family and friends.

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

There is not a lot of travel required for this job. It's nice. But when there is travel required I look forward to the change of scenery.

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

Be able to be a self starter. Sometimes there is a slow down of requests from members so you have to find things to do to keep busy. Then there are times things are crazy in the office with all sorts of requests coming in, you have to be able to stay focused and get all requests done in a timely manner.

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

I get up between 5 and 6 am, get my oldest child up and ready for school and my youngest up and ready for childcare, head in to town (I live about 18 miles from HC) start work @ 9, after work, I go home make dinner, help kids with homework, visit with the family, clean up the house, get kids to bed and start all over again.