

POSITION DESCRIPTION

Title: Enrollment Officer

Reports To: Tribal Council

Location: Happy Camp Administration Office

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

Classification: Full Time, Regular, Exempt

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.

Responsibilities:

1. Shall be responsible for oversight of the Karuk Tribal Membership Rolls.
2. Shall coordinate with the Enrollment Committee regarding procedures and Ordinance enforcement.
3. Shall implement Ordinance changes when approved by the Enrollment Committee and Tribal Council.
4. Shall compose letters and documents and develop/modify forms as necessary for use in the Enrollment Department.
5. Shall do preliminary research as needed to verify Karuk tribal affiliation and blood quantum.
6. Shall perform research relating to the eligibility of applications for membership and provide recommendations based on research.
7. Shall analyze enrollment records utilizing a computerized database including creating reports as necessary.
8. Shall provide recommendations to the Enrollment Committee regarding necessary changes within the membership rolls based on research findings as necessary.
9. Shall schedule meetings and prepare documents for the monthly Enrollment Committee meetings.

10. Shall coordinate with the Election Committee regarding necessary documentation verifying voter eligibility and registration as needed.
11. Shall coordinate mailing of the quarterly Tribal Newsletter including printing mailing labels, applying mailing labels, sorting for mailing, and ensuring proper postage is obtained from Finance Department.
12. Shall assist members with processing DMV exemptions and free fishing license applications as requested.
13. Shall attend monthly Council Meetings to request approval of Resolutions enrolling and relinquishing membership as necessary.
14. 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.
15. Other job related 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/or 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: May 30, 2007

Chairman's Signature: _____ **Employee's Signature:** _____