

## **Position Description**

**Title:** Enrollment/Census Specialist

**Reports To:** Enrollment Officer

**Location:** Happy Camp, California

**Salary:** \$9.00 to \$12.00 per hour, 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.

### **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) 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 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**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_