

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Enrollment Officer

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$17.91 to \$19.90/DOQ	SHIFT: Flex
PROGRAM: Makah Tribal Council	LOCATION: Bldg. 4
REPORTS TO: Tribal Secretary	

SUMMARY: This position is responsible for maintaining the accuracy of membership rolls for the Tribe; and providing pertinent information to the Bureau of Indian Affairs for the membership rolls of the Makah Indian Tribe; and varied support services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

ENROLLMENT

Maintenance of an automated enrollment system, researching various software and hardware programs for feasibility and financial accessibility as necessary.

Prepare a variety of letters and documents; develop/modify forms as necessary for use in the Enrollment office.

Respond to basic written inquires, concerns and complaints regarding enrollment and forward complex issues to the Enrollment Committee for resolution and response.

Analyze enrollment records utilizing a computerized data base including generating reports as necessary.

Accepts applications for membership, establish individual files. Deciphers necessary documentation and/or obtains necessary documentation for the purpose of determining eligibility for membership to the Makah Tribe.

Research family ancestry, obtaining documentation from various tribes for the purpose of calculating Indian blood degrees and preparations of family trees. Provide current family genealogical charts as requested from various agencies.

Work with the Washington State Vital Statistics Department, by obtaining legal documents pertaining to paternity, adoptions, birth, and death certificates, etc.

Ensure all inquiries are responded to in an accurate and timely manner as listed in Ordinance 3; and provided excellent customer service.

Responds to requests from federal agencies and other tribes to verify enrollment of tribal members including but not limited to FBI, ICWA, various courts, health facilities/hospitals, and human services offices.

Responsible in completing and updating all required data and paperwork for processing payments for Senior Stipends, communicating closely with Makah Finance Department.

Enter all new enrollees to the tribal roll ensuring timeliness and accuracy.

Responsible for issuing/ maintaining governmental member number for Enrollment and the TAAMS system.

Research enrollment related issues in developing new policy and recommendation changes to existing policy.

Coordinate the Enrollment, Election, and Constitution Committees of Makah Tribal Government and serves as ex-officio to the committees. Prepare all necessary documents for each committee meetings and serves as the Recording Secretary for the Committees.

Serve as Ex-Officio to Election Board. Prepare all necessary documents for Board meetings and record minutes. Serves as official liaison to report all actions and recommendations to the Makah Tribal Council. Distributes meeting minutes to Tribal Secretary in a timely manner.

Responsible for the preparation and maintenance of the Makah Tribal Eligible Voters List throughout the year under the supervision of the Election Board and Tribal Secretary.

Serve as Ex-Officio to the Enrollment Committee. Brings forth all enrollment applications for committee review. Responsible in keeping confidential documents safeguarded. Prepares correspondence as directed by the Enrollment Committee. Records minutes and actions of Committee, submits to Tribal Secretary in a timely manner, per Ordinance 3.

Responsible for direct preparation and distribution of all correspondence as directed by the Enrollment Committee.

Prepare the Adoption Ballot throughout the year as the applications come in under the supervision of the Enrollment committee and the Tribal Secretary.

Serves as Ex-Officio to Constitution Committee. Records all meetings and serves as liaison to the Makah Tribal Council. Submits minutes of meeting to the Tribal Secretary in a timely manner.

Serves as the official liaison to report all official actions and recommendations to the Makah Tribal Council.

Responsible for creating and issues: Tribal ID cards, employee ID cards, Certificates of Tribal Enrollment, Certificates of Tribal Dependency and Family Trees.

Build, implement, and maintain a Secure Database structure for the Enhanced Tribal ID program working with the Department of Homeland Security and other vendors.

Prepare and issues Exempt Excise Tax forms for eligible Tribal members. Assist eligible members with processing sales tax exemptions.

Prepare quarterly and annual program reports for the Enrollment department.

Prepare and maintain the Thanksgiving and Christmas Distribution lists and coordinate distribution.

Work with tribal programs and provide information, as requested.

Assists the Tribal Secretary by providing confidential support services to the Makah Tribal Council. Perform a full range of support duties including typing letters, memorandums, statistical information, extensive reports, and other material from oral or written direction, rough draft, or handwritten notes.

Attend Tribal Council meetings as necessary.

Serves as acting Tribal Secretary as needed.

SUPERVISOR RESPONSIBILITIES

Carries out general supervisory and training responsibilities only. The Tribal Secretary retains full personnel management authorities.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

Must have one-year related experience and/or training.

Must have a strong interest in tribal history and tribal genealogy

LANGUAGE SKILLS

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of community members or employees of the organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal/GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have a Notary Public Certification or ability to obtain one within six months.

Must obtain Certification on Confidentiality and recertification annually.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Must have knowledge of Tribal Laws and Ordinances, which govern the membership of the Makah Tribe, treaty rights, and government.

Must have knowledge of the Privacy Act, CFR, RCW, and tax exemption laws.

Skill in following oral and written directions; establishing and maintaining working relationships with other employees, public and private official, and the general public; learning rapidly, interpreting, and applying laws, rules and office policies and procedures.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful, and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Computer experience is required. Must have ability to work with programs such as Word, Excel, PowerPoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling punctuation, and capability of creating business letters and report writing.

Knowledge of fundamental record-keeping principles and procedures and filing systems.

Ability to prioritize assignments and work independently with little supervision.

Ability to maintain a confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115

71 Makah Bay Drive
Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: katherine.thompson@makah.com

OPEN: May 24, 2023

CLOSE: June 7, 2023

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.