Position: Enrollment Clerk
Department: Enrollment
Employment Status: Regular
Class: Full-Time
Location: Bartlesville, OK
Immediate Supervisor: Enrollment Director

GENERAL DESCRIPTION:
The Enrollment Clerk for the Delaware Tribe of Indians is an integral part of the Enrollment Department. This employee is responsible for processing enrollment applications, maintaining files, providing customer service and assisting the Director in the day-to-day operations of the Department.

REQUIRED QUALIFICATIONS:
High School Diploma or GED
Personal integrity and ethics
Problem solving and organizational skills
Willingness and ability to maintain confidentiality
Willingness and ability to learn new skills
Willingness and ability to travel
Proficient in Microsoft Office Suite programs
Interpersonal, communication and teamwork skills.
Excellent verbal and written communication skills
Clean driving record

PREFERRED QUALIFICATIONS:
Proficient in Progeny Membership Data Software – required proficiency within 30 days of hire
Experience in genealogy research

DUTIES AND RESPONSIBILITIES:
Understand and adhere to the Delaware Tribal Membership Act
Process enrollment applications
Process requests including, but not limited to, those for demographic changes, enrollment verifications, fishing permits, and replacement cards as permitted by the Delaware Tribal Membership Act
Provide exceptional customer service to Delaware Tribal members
Insure electronic files are maintained and up-to-date
Insure paper files are maintained and up-to-date
Other duties as assigned by Enrollment Director

INDIAN PREFERENCE POLICY:
In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.