



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

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.