



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Enrollment File Clerk

Department: Enrollment

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Enrollment Director

Closing Date: 05/17/2023

GENERAL DESCRIPTION:

The enrollment file clerk for the Delaware Tribe of Indians serves as support staff for the Enrollment Department. It is the duty of the enrollment file clerk to keep the Enrollment Department current in scanning, filing, and organization for tribal enrollment.

QUALIFICATIONS:

High School Diploma or GED

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Must be able to maintain confidentiality

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires ability to use Microsoft Office Suite programs as well as Microsoft Project. Requires good interpersonal, communication and teamwork skills.

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES;

Ensures that all member files are complete

Provide exceptional customer service to Delaware Tribal members

Enter information into the system within the time frame specified

Mail birth certificates and other original documents back to applicants

Ensure all tribal enrollment files are up to date

Accepts the responsibility of maintaining all enrollment files

Other duties as assigned by Enrollment Director, Executive Director of Tribal Operations, and Tribal Council

INDIAN PREFERENCE POLICY:

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