



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Enrollment Clerk

Department: Enrollment

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Enrollment Director

Date Prepared: 8/19/2019

GENERAL DESCRIPTION:

An enrollment clerk for the Delaware Tribe of Indians serves as support staff for the Enrollment Department Director. It is the duty of the enrollment clerk to keep the Enrollment Department current in processing applications 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. Proficiency in the Progeny program preferred but not required

Must become proficient in the Progeny Program within 30 days of hire

Requires good interpersonal, communication and teamwork skills.

Requires a high level of confidentiality

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 membership applications are complete

Provide exceptional customer service to Delaware Tribal members

Receive and process all membership applications

Enter new enrollees into the system within the time frame specified in Tribal Law

Mail birth certificates and other original documents back to applicants

Ensure all tribal enrollment files are up to date

Print and mail enrollment cards with accompanying documents

Accepts the responsibility of maintaining all enrollment files

Other duties as assigned by Enrollment Director