

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Assistant Enrollment Clerk LTE

Department: Central Administration, Enrollment

Hourly Rate: \$10.00-\$12.00

Part Time: 30Hrs/Week

Exempt: No/Hourly

Supervisor: Enrollment Clerk

Posting Date: In-House

Opens: May 4, 2021

Closes: May 10, 2021, at 4:30 pm

Posting Date: Public

Opens: May 14, 2021

Closes: May 28, 2021, at 4:30 pm



Summary: The Assistant Enrollment Clerk LTE will be supervised by the Enrollment Clerk and will be responsible for assisting with genealogy searches for family trees, individual requests, bloodline audits, entering genealogy data on computer, and updating database and records/files; will also perform a variety of office/secretarial duties for the Enrollment Office.

Essential Duties and Responsibilities include the following.

- The Assistant Enrollment Clerk will greet the public in a pleasant and professional manner.
- Assist with genealogy searches including compiling data for genealogy records and family background requests; will enter family history data, assist public in completing appropriate genealogy application forms: will prep genealogy drafts and final copies.
- Assist with and/or attend all membership committee meetings.
- Assist with preparation and provision of Eligible Voters list annually to ad-hoc election committee.
- Will maintain genealogy records and other enrollment related forms, take photographs for and provide tribal picture identification cards.
- Will reply to general and family history inquiries regarding available genealogy services, will assist with all mail out activities.
- Will prepare general correspondence for mailing, photocopying, scanning, faxing and other clerical tasks.
- Prepare purchase orders, vouchers, and timecards in TMS electronic timekeeping system.
- Must perform other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: None

Education and/or Experience:

Required:

High School diploma or GED plus one year clerical experience.

Other Skills and Abilities:

Required:

- Must possess understanding and skillset in the Microsoft Office.
- Knowledge of basic office protocols, methods and procedures.
- Must have positive previous work record.
- Must have excellent interpersonal skills and ability to relate well to people with objectivity and courtesy.
- Must be able to develop and maintain effective working relationships with other staff and work as a team member.
- Must maintain strict confidentiality in all department and client matters.
- Must be highly organized and efficient.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

Language Skills:

Must demonstrate good oral and written communication skills.

Physical Demands: The physical demands described here are representative of those that must meet 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 duties assigned to this position are primarily office-type and sedentary, they involve bending, stooping, walking, occasionally carrying or lifting items over 25 pounds, and sitting for extended periods of time working on a computer.

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. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov