

Quartz Valley Indian Reservation-JOB DESCRIPTION

Enrollment Clerk – Clerical Assistant

Job Title:	Enrollment Clerk		
Department	Enrollment	Location	QVIR
Reports To:	Enrollment / Tribal Administrator	Full-Time	
ALL HIRING IS SUBJECT TO THE QVIR TRIBE'S HIRING PREFERENCE			
Salary Range	\$10.00		

POSITION SUMMARY:

Under general supervision of the Tribal Administrator, this position serves as an Enrollment Clerk. Additionally, performs general clerical and typing duties as support for the Enrollment and Administration Unit of the Tribe, and assists with distribution of information to the Quartz Valley Indian Reservation community and general public. The Clerk is responsible for maintaining the confidentiality and accuracy of tribal enrollment applications, records, and data.

DUTIES AND RESPONSIBILITIES:

1. Type correspondence, forms, minutes, reports and other materials from rough drafts received from the Enrollment Board or Administration staff, in accordance with office operating procedures.
2. Serves as mail clerk for the unit, receiving all incoming mail and faxes, recording in control registers, copying and distributing to appropriate recipient(s). Coordinates the outgoing mail to insure it is delivered to a mail receptacle so it can be processed in a timely manner.
3. Helps to maintain the tribal database records and filing systems.
4. Maintains files of correspondence, forms, reports and other materials, and retrieves them for review upon request.
5. Answers telephones, receives visitors and provides information as required, or refers to appropriate person/office. Answers queries from the general public and the QVIR community about Tribal Enrollment
6. Maintains necessary records of queries and message referrals, in accordance with office operating procedures
7. Assists with the development of information to be disseminated to the QVIR community and the general public.
8. Distributes fact sheets, program summaries, meeting minutes/summaries to interested persons.
9. Makes arrangements for conferences or meetings from information provided by the Enrollment Board.
10. May occasionally attend QVIR community meetings in a community relations capacity, promoting goodwill through frequent interaction with the QVIR community and the general public.
11. To develop and maintain Tribal Cemetery Policy and Procedures.
12. To Maintain and support all components of the Prodigy9 Software; this will include Tribal Data Base, Genealogy, etc.

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SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

DESIRABLE QUALIFICATIONS:

- Excellent organizational, customer service, public relations and communication skills.
- Meticulous and detail oriented.
- Knowledge of QVIR values, history and culture and ability to apply this knowledge to all communication with tribal members, other staff members and the general public.
- Extensive experience in office management, writing and compiling reports.
- Experience writing, researching and packaging grant applications.
- Outstanding initiative and performance.

MINIMUM QUALIFICATIONS:

1. Six months of general experience that includes typing and data entry, record keeping and filing, answering telephones, managing correspondence, taking and transcribing notes and minutes.
2. Ability to type at a rate of 30 WPM and have experience in using a personal computer.
3. Ability to communicate and model respect for and toward all clients, tribal members, tribal officials, supervisors and co-workers.
4. Ability to understand adherence to various program requirements, including confidentiality of information, or complex federal regulations.

EDUCATION/EXPERIENCE:

High school diploma or GED and six months clerical experience

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- Must pass a comprehensive background check
- Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all QVIR policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date