



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1
Morton, MN 56270

Cansayapi Otunwe

Revised 9-6-2017

LOWER SIOUX INDIAN COMMUNITY ENROLLMENT CLERK - JOB DESCRIPTION

JOB TITLE: Enrollment Clerk
DEPARTMENT: Administration
REPORTS TO: Community Council
FLSA STATUS: Non-Exempt

SUMMARY:

The Enrollment Clerk shall be responsible for the administration and oversight of the LSIC enrollment office, including maintaining an accurate record keeping system for LSIC enrollment and membership information, disseminating pertinent information to the LSIC membership and coordinating member services/events.

EDUCATION AND EXPERIENCE:

High school diploma or GED, but training beyond high school, such as a certificate or associate's degree, may be preferred. Must have knowledge of word processing software like Microsoft Word, spread sheet software like Microsoft Excel, and presentation software like Microsoft Power Point.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide staff support and facilitation to Enrollment Committee meetings and Committee members, including written correspondence, recommendations and other documents.
- Collect, review and process enrollment related documents and applications in accordance with LSIC provisions; ensure that the LSIC enrollment process is carried out in compliance with the LSIC provisions.
- Maintain regular office hours, information bulletins, newsletter postings, information packets, provide assistance and information to members related to membership/enrollment provision and application process.
- Respond to Indian Child Welfare Act related inquiries made by social service agencies and coordinate such response with LSIC Social Services.
- Provide notary public services for members complying with residency requirements.
- Act as a liaison to the Bureau of Indian Affairs for the purposes of enrollment records coordination and probates.
- Provide factual reports and periodic updates regarding demographic data and/or statistical data.
- Maintain an accurate record keeping system/data base of membership related data, including updated addresses, tribal identification, blood quantum, and enrollment numbers and other pertinent data. Must be able to query the system and compile customized reports as needed for internal administrative purposes or other federal regulatory purposes.

- Assist LSIC Council and Administrative departments with statistical data for member services, benefits and planning.
- Coordinate member's benefit packages or special events.
- Must maintain full confidentiality of all enrollment/membership data and information.
- Investigate residency thoroughly and submit all information to the Enrollment committee.
- Adhere to the process for residency issues in the Enrollment Ordinance.
- Search jail rosters throughout the State for felony convictions of Qualified Members and submit resolutions to Legal Counsel.
- Issue resolutions for graduates who are graduating or determine forfeiting payments or regular scheduled per capita payments.
- Provide all information needed for the LSIC Tribal Adoption Process including but not limited to qualified members list, total number of qualified members needed for ballot to count, producing ballots, sign in sheets, overseeing process on adoption day.
- Issue tribal identification cards
- Responsible for developing and administering approved budget to meet the needs of the Enrollment office
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Communication Skills
- Time management Skills
- Organizational Skills
- Multitasking Skills
- Prioritizing Skills
- Technical Skills.
- Interpersonal Skills.
- Initiative and problem-solving abilities.
- Dependability.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____