

Enrollment Assistant #2018-41 (Stroud) Assists Enrollment Specialist in daily duties to create, update, and maintain accurate records to the Sac and Fox Nation Tribal Membership by assisting in general office functions and direct contact with tribal members either by phone or office visit. Obtains pertinent information for Enrollment Specialist or Tribal Secretary in order to complete requests. Answers phones, provides information, and receives information related to Tribal Membership Information. Assists in maintaining Tribal Membership Enrollment files by filing official documents and correspondences received on behalf of tribal members. High school graduate or equivalent. Knowledge of general office procedures.