

Position: Enrollment Assistant
Department: Office of Government
Supervisor: Enrollment Specialist
Supervises: No One
FLSA Status: Non-exempt

Position Summary:

Assists Enrollment Specialist in daily duties as required needed to create, update, 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.

Duties and Responsibilities:

- Assists the Enrollment Specialist in receiving and responding to written correspondence and or verbal requests pertaining to tribal enrollment records by following instructions set forth in the guidelines set forth in the Tribal Enrollment Membership Act Dated September 23, 2008 which provides guidelines for the Enrollment Office to follow, and/or direction of Enrollment Specialist or Tribal Secretary as deemed necessary.
- Greet incoming visitors needing assistance pertaining to enrollment issues, accessing needs and either handling the request at hand if capable or obtaining pertinent information for Enrollment Specialist or Tribal Secretary to handle if not available to complete request.
- Receives incoming mail open, date stamp, and process in accordance with rules established by Enrollment Specialist.
- Answer phones and provides information and receive information related to Tribal Membership Information. Takes messages and directs incoming calls as deemed necessary based on the availability of Enrollment Specialist.
- Assist Enrollment Specialist with maintaining Tribal Membership Enrollment files by filing of official documents and correspondences received on behalf of tribal members.
- Assist Enrollment Specialist with established enrollment software by adding, updating and maintaining electronic files for each Sac and Fox Member.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern office practices and procedures and the use of machines and equipment, including but not limited to: computer skills, fax machines, camera and card printing machines and printers.
- Ability to communicate effectively orally and in writing.
- Sufficient skill in typing to complete 60 wpm accurately.
- Ability to project a positive attitude concerning image to the public.
- Ability to establish and maintain effective work relationships with supervisory personnel and coworkers.
- Ability to organize and prioritize daily duties and special projects in an effort to help keep Enrollment records and other related duties up to date.
- Ability to recognize and practice confidentiality procedures due to the sensitive information required to establish and maintain said enrollment records and matters.

Education and Experience:

- High school graduate or equivalent.
- Advance training in typing and general office procedures.
- Experience in modern office procedures and office equipment, i.e. (Computer, typewriter, copying machine, fax machine and printing devices.)

Employee's Signature

Date

Supervisor's Signature

Date