Job Announcement

Title: Enrollment Clerk II
Status: Regular full-time (40 hours per week)
Location: Cass Lake, MN
Pay: $20.55/hour base; full fringe benefits
Deadline: Open Until Filled

PRIMARY FUNCTIONS

The Tribal Enrollment Clerk provides support by conducting family histories, enrollment research, and appeals preparation. The Tribal Enrollment Clerk is also responsible for processing applications for enrollment and other requests pertaining to membership.

DUTIES AND RESPONSIBILITIES

1. Receive and process all applications for enrollment, Band transfers, and Band or Tribal relinquishment, and forward them to the appropriate reservation as necessary.
2. Create files and/or books for each of the reservations regarding enrollment applications, TEC or RTC action, and other enrollment information as appropriate and ensure staff is aware of TEC/RTC approved enrollment information after quarterly meetings.
3. Process applications for enrollment, with resolutions for TEC approval, for the Grand Portage RTC.
4. Conduct ancestry searches to determine blood degree and whether inquiring individuals are eligible for enrollment.
5. Assist the Director by conducting research on Enrollment Appeals by reviewing information contained in the Base Roll or other rolls, IIM files, 006 Files, allotment files, and other areas, and create a file for each case to contain all information associated with that appeal.
6. Provide assistance to any visitor or caller seeking information on degree of Indian blood, Indian ancestry, proof of age, Tribal enrollment, or other subjects.
7. Maintain and enter data into the Central Cross-Reference Membership System for Minnesota Chippewa Tribe membership.
8. Verify enrollment information required for educational aide or grants, Social Security or other federal assistance, medical care, Indian Preference in Employment, and other benefits or services provided that a written signed release of information has been submitted.
9. Answer all questions of visitors about the Minnesota Chippewa Tribe, Ojibwe culture, the reservations, and membership requirements, and direct them to the appropriate contacts for further information.

MEMBER RESERVATIONS • BOIS FORTE • FOND DU LAC • GRAND PORTAGE • LEECH LAKE • MILLE LACS • WHITE EARTH
NI-MAH-MAH-WI-NO-MIN "We all come together"

Mailing Address: P.O. Box 217, Cass Lake, MN 56633-0217 • Street Address: 15542 State 371 N.W., Cass Lake, MN 56633
10. Assist visitors or callers with any aspect of enrollment if the staff member responsible for that function is unavailable.
11. Assist with clerical and administrative functions for the Tribal Operations Program as needed.
12. Other duties as assigned by supervisor.

**KNOWLEDGE AND EXPERIENCE**

1. High School diploma or GED (Minimum of an Associate’s Degree is preferred).
2. Ability to strictly comply with Tribal privacy requirements and Freedom of Information Act regulations.
3. Strong oral and written communication skills are required.
4. Demonstrated knowledge of computers and various computer programs and applications.
5. Must be able to deal with the public in a professional and courteous manner.
6. Must have strong typing and data entry skills.
7. Must have strong organizational skills including the ability to set up filing systems.
8. Must have a valid drivers license, current auto insurance, and the use of a privately owned vehicle for business purposes.
9. Good working knowledge of Minnesota Chippewa Tribe membership requirements and enrollment procedures.
10. Background check required of this position.

**PERSONAL CONTACTS**

Contact is made with Tribal leadership and Tribal membership, as well as with Tribal staff and staff of the six member reservations and the Bureau of Indian Affairs

**PURPOSE OF CONTACTS**

Contact is made for the exchange of information regarding Tribal enrollment and enrollment records, and to answer inquiries regarding enrollment procedures.

**PHYSICAL DEMANDS**

The work is primarily sedentary, but the employee may be required to move about to take care of position responsibilities.

**WORK ENVIRONMENT**

The work is primarily performed in an office setting at the Minnesota Chippewa Tribe offices, located in Cass Lake. Research may be required at the BIA Minnesota Agency in Bemidji, Minnesota.

**TRAVEL REQUIREMENTS**

No regularly scheduled travel is required for this position, although travel may be requested to attend training or meetings out of town, or to conduct research for enrollment purposes.