



Santa Rosa Band of Cahuilla Indians
Job Announcement: Tribal Enrollment Clerk

Location: Santa Rosa Indian Reservation Mountain Center, CA 92561	Employment Status: Part Time/ Non-exempt
Pay: DOE (Non-Tribal Member Only)	Shift: 8am-4pm Monday – Wednesday 24hrs./wk.

Position Summary
The Enrollment Clerk shall be responsible for the receipt, processing, and filing of enrollment applications, maintenance of the official membership roll of the Santa Rosa Band of Cahuilla Indians. The Enrollment Clerk will ensure compliance with all tribal policies, regulations, Enrollment Ordinance and Governing Document.
Supervision Exercised
The Enrollment Clerk is under the supervision of the Tribal Administrator on a day to day basis.
Duties and Responsibilities
Although other duties may be assigned the essential duties include the following: <ul style="list-style-type: none"> • Maintain the Tribe’s official membership roll. • Assist in scheduling and presenting before the Enrollment Committee as well as preparing tribal records for consideration by the committee. • Able to stay late nights as needed. • Maintain filing system of tribal records. • Process and file all enrollment documents. • Prepare individual folders for each tribal member and applicants. • Conduct initial screening of all applications and supporting documentation as well as conduct and collect data as requested. • Update/upload and scan all membership files onto Progeny ES program software. • Perform general office duties such as filing, answering phones, scanning, operating basic office machines, and process incoming related mail.
Experience:
<ul style="list-style-type: none"> • Ability to work with Tribal Council, Enrollment Committee and Tribal Administration staff. • Ability to handle sensitive and confidential information. • Must have strong oral and written skills and capable of communicating in a professional manner. • Must be detailed oriented and able to work independently. • Ability to be efficient and effective in managing multiple priorities. • Ability to attend related trainings and travel overnight. • Must be proficient in MS Word, Excel and MS Outlook. • Preferred experience in Progeny ES program or related data entry system.
Minimum Qualifications and Education
<ol style="list-style-type: none"> 1. Education: High School diploma or equivalent required. 2. Be medically certified drug free after test and confirmatory re-test. 3. Must be able to successfully pass a Background Investigation. 4. Must have a valid Driver’s license.

The Santa Rosa Tribe adheres to the policy of employment “at-will”.

Deadline: Open until position is filled.

**All interested applicants must have their application in to the Administration Office by.
Applications can be submitted via mail, in person, or at webmaster@santarosa-nsn.gov**

For more information and or applications, please contact;

Santa Rosa Band of Cahuilla Indians

P.O. Box 391820

Anza, CA 92561

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www.santarosa-nsn.gov