

CHEYENNE RIVER SIOUX TRIBE
TRIBAL SECRETARYS OFFICE
ENROLLMENT CLERK

DESCRIPTION OF WORK:

General Statement of Duties: Performs a wide range of computer typing, and general clerical duties to assist a number of professional personnel in the Enrollment Section of the Tribal Government Service Branch.

Supervision Received: Receives general supervision and guidance from the Enrollment Specialist and Tribal Secretary. Receives detailed instructions on specific assignments from the Enrollment Specialist. Work is checked appearance and completeness. In day to day operations incumbent exercises a great degree of independence, initiative and judgment. Work is reviewed for overall compliance with procedures and policy by the Tribal Claims and Legislation Committee.

Supervision Exercised: None.

EXAMPLES OF DUTIES (Duties may include but are not limited to the following)

Acts as a staff technician to Tribal Council, Executives, Tribal Departments and Programs on all matters relating to Tribal Membership.

Assists in evaluating the Tribal membership rolls.

Responsible for updating Tribal membership rolls.

Will check and review membership applications for completeness.

Compiles of enrollment applications once a month and submits to the Enrollment Committee.

Will attend Enrollment Committee meetings to review enrollment applications and Tribal Council meetings if necessary.

Answers numerous telephone inquiries from persons inquiring about the status of their enrollment.

Employee must comply with the Cheyenne River Sioux Tribe's Personnel Policies and Procedures.

Employee will work with the other employees of the unit, employees of related units and members of the general public to exchange information, resolve problems concerning assignments, clarify specialized terminology, deliver completed work and to responds to specific enrollment questions.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge of Tribal government resolutions and ordinances. Knowledge of the computer. Knowledge of English grammar, spelling and technical terminology. Knowledge of the enrollment process. Knowledge of constitution and by-laws. Knowledge of the clerical procedures used by the office.

Skill in computers. Judgement to what information can be given out to the general public

Ability to work and meet with the public.

Know Policies pertaining to enrollments, constitution and by-laws ordinances. Judgement is used in selecting the appropriate guidelines.

Education: High school graduate or GED equivalent.

Experience: Two (2) years of general office clerical experience.

Special Requirements: Must have a valid South Dakota driver's license and transportation. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks.

Revised Date: 07/26/2021