

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB ANNOUNCEMENT

TITLE: ENROLLMENT TECHNICIAN I
DEPARTMENT: ENROLLMENT
SALARY: \$17.88 (G10/S1) AFTER PROBATION
OPENS: March 15, 2021
CLOSES: March 26, 2021
CAREER STATUS: NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT

This is an Administrative/Technical support position, which contributes to the efficiency of the Shoshone-Bannock Tribes' Enrollment office. Coordinates job duties with Enrollment Director and uses good judgment, self-initiative, and courtesy to provide service to the tribal membership, applicants, various tribal departments and the general public.

SUPERVISION

The Enrollment Technician #1 will be supervised and evaluated by the Enrollment Director.

DUTIES AND RESPONSIBILITIES

Maintains strict confidentiality of enrollment files and records and upholds the Shoshone-Bannock Tribes' Privacy Act.

Maintains department cuff accounts to track budget expenditures, knowledge of line items and how it is used in the enrollment office. Creates and updates both computerized and manual record keeping.

Update and maintain computerized reports for tribal member distribution's and accountability with the Finance Department.

Assist in tribal distribution process: Computerized reports, signature sheets, assisting with the issuance of checks during and after the distribution dates upon individual's request that did not

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receive their monies during distribution. Assist in preparing and mailing out 1099's for certain tribal distributions as advised by Finance and Legal Departments. Additional overtime work hours are needed for distribution disbursements.

Responsible for maintaining and ensuring the Enrollment Department software program is operational and functioning for the needs of the Enrollment Department.

Enrollment Technician will process and review enrollment applications for recommendation to the appropriate body for either approval or rejection. When determining recommendation takes into consideration the Shoshone-Bannock Constitutional provisions for membership and the current ordinance covering the Enrollment Procedures Act. Following each meeting hearing process mail appropriate forms to applicant depending on status after official action of the body.

Attends meetings/hearings involving enrollment to present recommendations and responds to inquiries regarding the status of applicants with the appropriate body. As needed, conducts Enrollment meetings, when Enrollment Director is unavailable.

Assigned as the Property Custodian to account for all property within the Enrollment office. Applies Property Management Guidelines.

Once process established oversees the issuance of birth and death certificates that occurred on the Fort Hall Reservation.

Inform the applicants of the necessary data to be returned with the application for processing by the Enrollment Department and maintain incoming records from the date of receipt.

Assist in typing the enrollment hearing agenda for presentation to the appropriate body with the approval of the Enrollment Director.

Data entry is utilized for various vital enrollment records for future reference within the Enrollment Department, especially in the area of legal changes (upon receipt of legal document). Will assist in filing and maintaining enrollment files on individual tribal members with the content and sequence of an enrollment file: enrollment application, birth certificate, adoption records, marriage-divorce documents, paternity affidavit, family tree, social security numbers, name change, current address, etcetera, this includes active and inactive files. Assist tribal members with documents request on the "Tribal Enrollment Request Form", issue enrollment applications.

Assists with photographing and issuing of identification cards for enrolled tribal members, fire fighters, tribal departments, Bureau of Indian Affairs, Indian Health Service, organizations, and receiving fees. Assist in accounting of money collected for the Enrollment Department with verification by another staff member, then deposited at the Tribal Finance Department.

When receptionist is unavailable, greet and assist the public, answer all incoming telephone calls and refer to the appropriate staff member.

Assist in preparing time sheets for Enrollment Department staff each pay period when needed.

Assist with research on Microfilm Reader/Printer of various census records and other related special projects to assist in the historical research of family histories.

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Assist in issuance of family trees, Certificates of Degree Indian Blood (CDIB) per individual tribal member requests.

Follow oral and written directions, compose letters, memos and pertinent enrollment documents.

Assist as Enrollment Representative, Election Board member in preparing documents for all elections and accepts voter registration forms and forwards to the Tribal Election Board for confirmation, prior to recording in the data base.

May serve on Election Board as Enrollment Representative as stated in Election Ordinance.

Delegated limited supervision and department oversight during the absence of the Enrollment Director. In this capacity, delegated to manage department services and supervise staff, insuring efficient office operations and service delivery, manage budget and financial disbursement or transactions with limited authority and reporting all transactions to the Director.

May be delegated responsibilities and duties as assigned by the Enrollment Director.

In the absence of one of the Enrollment Technicians, the remaining Technicians will assume the responsibilities therein during the interim.

In addition to the above stated responsibilities the employee must demonstrate the following performance criteria;

Ability to understand tribal policies, constitution, resolutions, and ordinances relating to the enrollment area.

Demonstrate a strong sense of responsibility, good judgment and dependability.

Ability to work independently with minimal or little supervision.

Ability to handle details accurately and to work under pressure/time limitations.

Maintain conduct on and off the job in a manner that will bring credit to the Shoshone-Bannock Tribal government.

QUALIFICATIONS

High school diploma or GED.

Computer training certificate or college course.

Two years of general office experience and or book keeping experience.

Computer skills in Excel, Access, Word and Adobe and or other type of graphics computer software.

Knowledge of standard office procedure, filing techniques, use of office machines, computer printer, copier, fax, typewriter and calculator.

Prefer applicant(s) who can speak or understand the Shoshone-Bannock language, culture and reservation.

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MUST BE AN ENROLLED MEMBER OF THE SHOSHONE-BANNOCK TRIBES.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Human Resource Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.