

# 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  
Fax: (208) 478-3950

## JOB ANNOUNCEMENT

**TITLE:** Data Entry/ Receptionist  
**DEPARTMENT:** Enrollment  
**SALARY:** \$14.61 G7/ S1  
**OPENS:** March 25, 2024  
**CLOSES:** April 5, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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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.**

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### GENERAL PURPOSE:

This is a technical/clerical support position, which contributes to the efficiency of the Shoshone-Bannock Tribes' Enrollment office. Coordinates job duties with the 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 Data Entry/Receptionist Clerk 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. All the records are under the supervision of the Enrollment Director.

Data/Entry/Receptionist is responsible for entering all vital enrollment records on main Enrollment computers system and updating legal changes (upon the receipt of the legal document). Files and maintains enrollment documents on individual tribal members with the contents and sequence of an enrollment file: enrollment application, birth certificate, adoption records, marriage-divorce documents, paternity affidavit, family tree, social security numbers, name change and current address.

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**Approved 3/25/24 DA3296**

Maintains the official membership data on the main Enrollment computer, this includes active and inactive files.

Assist tribal members with documents requested on the "Tribal Enrollment Request Form," issues enrollment applications and informs the applicant of the necessary data to be returned with the application. Receives applications with supplemental documentation for processing by the Enrollment Department Staff. This position assists with the maintenance of incoming records from the date of receipt. Refers all questions to Technicians or Director when unable to respond to individual. Issues enrollment applications with checklist of require items to assist with application process.

Answer all incoming telephone calls and refers to the appropriate staff member.

Performs receptionist duties. Must use effective customer service skills.

Assist in tribal distribution process: printing signature sheets, assisting with the issuance of checks during and after the distribution dates upon individual's request that did not receive their monies during distribution.

Assist in mailing out 1099's for certain tribal distributions as advised by Finance and Legal Departments.

Additional overtime/work hours are needed for distribution disbursements.

Photographs and issues identification cards to enrolled tribal members, fire fighters, tribal departments, and account for money collected for the I.D. 's by the Finance Department.

Assist 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.

Assures that copies of enrollment applications and other enrollment forms are available for distribution as needed.

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

May be delegated specific responsibilities the employee must demonstrate the following performance criteria:

- Must use team-working skills by developing and maintaining effective working relationships with fellow employees.
- Demonstrate a strong sense of responsibility.
- 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 ShoshoneBannock Tribal government.

### **QUALIFICATIONS:**

Must have a high school diploma or GED.

Two (2) years of general office experience. Experience with enrollment issues.

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

Typing and computer skills are essential, knowledge of accessing computer software.

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

Prefer applicants who can speak or understand the Shoshone-Bannock language, culture and reservation. Must be an enrolled member of the Shoshone-Bannock Tribes.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

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

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.