



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?</b>	
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	

**JOB TITLE: ENROLLMENT ASSISTANT**

**DEPARTMENT: ENROLLMENT**

## **POSITION SUMMARY:**

Administers the Enhanced Tribal Identification Card (ETC) Program. When the Enrollment Officer is out of the office, the Enrollment Assistant staffs and operates the Enrollment Office, and assists individuals with applications for tribal membership or other enrollment questions or concerns.

## **SUPERVISION:**

The Enrollment Assistant reports to and is directly supervised by the Enrollment Officer.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Assist in drafting responses to inquiries and letters of instruction regarding Enrollment/ETC applications
2. Conduct community outreach/publicity regarding the ETC program requirements and process
3. Conduct regular ETC audit controls, including a physical inventory of all production materials
4. Obtain and display a Tribal ID badge at all times when performing ETC staff duties or in the ETC office
5. Maintain full accountability for all materials related to ETC production, including usage and destruction
6. Be authorized to access and maintain possession of keys for all areas producing or issuing ETCs
7. Immediately report any security related events, including theft, loss of materials or unauthorized access to the ETC Office and to the Tribe's Enrollment Officer in accordance with the Incident Report Plan
8. Be responsible for and ensure computer security and access control
9. Refer potential fraud cases to applicable law enforcement agencies for potential criminal prosecution
10. Authenticate source documents by searching for key security features and verify documents electronically with issuing authorities, when available
11. Notarize documents as needed
12. Perform or assist with some or all of the following duties and responsibilities of the Enrollment Officer as may be delegated to the Assistant, or in the absence of the Enrollment Officer:
  - a. Develop, update and maintain computerized Tribal enrollment database.
  - b. Maintain organized tribal enrollment files and prepare files for internal audit
  - c. Accept and process enrollment applications submitted by applicants for tribal membership

- d. Review enrollment applications to determine applicant qualifications including blood quantum and family history
  - e. Prepare Enrollment Committee agenda, notify members of scheduled meetings and attend all meetings
  - f. Inform the Enrollment Committee each month of all inquiries and new applications received since the previous Committee meeting, and update the Committee each month on the status of long-standing applications and pending inquiries.
  - g. Record and prepare minutes for Enrollment Committee meetings, prepare proposed Senate resolutions reflecting Committee recommendations, take actions requested by Committee on pending applications, and submit sign-in sheets to Accounting Department monthly.
  - h. Prepare a monthly report for inclusion on the Senate agenda.
  - i. Present proposed Senate Resolutions for applicants recommended for membership by the Enrollment Committee to the Senate
  - j. Prepare supplement enrollment list and transmit to BIA with copies of resolutions, applications and birth certificate of newly enrolled members.
  - k. Prepare Tribal relinquishment forms as requested
  - l. Assist tribal members in obtaining birth certificates and correction of errors in birth documents
  - m. Complete and certify affidavits of Tribal Status for members needing enrollment documentation
  - n. Answer inquiries and questions, and provide information and guidance, to Tribal members and applicants for Tribal membership
  - o. Provide information to, and respond to questions from, BIA Probate office regarding deceased Tribal members.
  - p. Review applications for, and oversee issuance of, Enhanced Tribal Cards (ETC)
  - q. Maintain, update and document full compliance with all laws, policies, procedures and protocols related to ETC production and issuance, including usage and destruction of ETCs and training of ETC staff
  - r. Ensure computer security and access control for ETC data
  - s. Prepare eligible voters list and signature list for Certification by the Swinomish Election Board
  - t. Write letters notifying Provisional Adoptee of the General Council Meeting and if approved of swearing-in date and tribal membership oath at Senate Meeting following the General Council Meeting.
13. Other duties as assigned. The specific job duties described above are intended to be primary examples of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

### **MINIMUM REQUIREMENTS AND QUALIFICATIONS**

- 1. Must have a high school diploma or a GED. Some college preferred.
- 2. Must have at least 1 year of previous office experience.
- 3. Good communication, organization and writing skills
- 4. Proficient in Microsoft Word, Excel, and Outlook
- 5. Must have a valid Washington State Driver's License.
- 6. Must pass Swinomish employment and ETC criminal background check.
- 7. Must undergo training in Swinomish ETC Program Policy and Operational Procedures; fraud detection; fraudulent document recognition; investigative interview techniques; and characteristics of both genuine and fraudulent documents.
- 8. Must be deemed eligible to issue ETCs;
- 9. Must refrain from allowing (or appearing to allow) personal or familial opinions, judgments or preferences to affect performance of any of the duties of the position.
- 10. Must sign Confidentiality Agreement. Information on Tribal members and their families as pertains to the Enrollment Program is very sensitive and highly confidential. **Breach of confidentiality** could result in serious harm to Tribal members and create potential legal liability for the Department, Enrollment Officer and the Tribe.

### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Enrollment Assistant is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening.

**WORK ENVIRONMENT AND TIME COMMITMENT**

- 1. Work schedule is 40 hours per week. This is a full-time position.
- 2. Work will require bending, lifting and carrying up to 25 pounds, as well as standing, walking talking and hearing
- 3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- 4. Work is performed primarily indoors in an office setting with a computer terminal and keyboard

**TRIBAL PREFERENCE**

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

**Employee** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Enrollment Assistant**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Enrollment Officer**