



## ***Picayune Rancheria of the Chukchansi Indians***

*49260 Chapel Hill Drive*

*Oakhurst, CA. 93644*

*(559) 412-5590*

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### **POSITION DESCRIPTION – Enrollment Department Assistant**

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**Reports To:** Enrollment Director

**Department:** Administration/Enrollment

**Status:** Full-time

**Salary Range:**

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#### **Summary & Scope of Position:**

It is the mission of the Enrollment department under the supervision of the Enrollment Director to protect, honor and adhere to the enrollment provisions set forth by the Picayune Rancheria of the Chukchansi Indians Constitution and Bylaws. To protect all documentation provided for and by tribal members; to assist with integrity, accuracy and the utmost respect of confidentiality.

#### **Primary Responsibilities:**

1. Assists with filing and organizing of the enrollment department files;
2. Performs scanning, importing and data entry for Tribal information;
3. Processes all mail, plus certified mail, meter-stamps, goes to post office as necessary, and keeps an incoming mail log;
4. In the absence of the Enrollment Director, processes Department of Motor Vehicle Registration Tax Exempt forms for both renewal and purchase of new vehicles. Verifies correct SAC number and keeps a record, maintaining copies;
5. Prints out Tribal Identification cards, using a printer and camera to take photos;
6. Processes change of addresses in Progeny, their file, scans/imports into Progeny and gives information to the Finance Department;
7. Keeps accurate records for the Enrollment Director;
8. Scans and imports into Progeny, Tribal records in both Enrolled and Pending, making notes in files as necessary;
9. Answers telephone, gives information to Tribal members and other agencies, faxing information as requested, to other facilities. Returns phone calls as necessary;
10. Obtains information and signature for Enrollment Eligibility forms requested by other Tribal departments including Central Valley Indian Health Department and Turtle Lodge;
11. Verifies eligibility for Tribal members as requested for: Housing, Tribal Gaming Commission, Committees, other Departments, Clothing Allowance, Education Incentives, and all events such as Christmas party, and Backpack giveaway;
12. Schedules appointments for Tribal Identification cards, and for any other purposes;
13. Able to handle numerous scheduled and unscheduled appointments;
14. Process data entry on a daily basis;

15. Follow-through with duties and requests made to Enrollment Department to be sure it is handled properly;
16. Responds to e-mail requests from IT Department to verify members for new user account internet access to Tribal website;
17. Answers telephone requests from other departments for enrollment status, phone numbers and other information regarding Tribal members;
18. Perform duties of a highly confidential nature that require comprehensive knowledge of Tribal policies, practices and procedures;
19. **Performs other duties as assigned.**

**Requirements and Qualifications:**

1. High School Diploma;
2. Minimum of five (5) years' experience working in an office environment; tribal government experience a plus;
3. Familiarity with American Indian/Alaska Native culture and history;
4. Ability to lift twenty (20) to fifty (50) lbs. and current TB test;
5. Modern office practices, procedures, methods and equipment;
6. Ability to learn governmental principles and practices;
7. Analyze and interpret documents and reports;
8. Establish and maintain effective working relationships with others;
9. Communicate effectively, orally, and in writing;
10. Self-starter with proven ability to establish and meet goals and objectives;
11. Must be open to change, willing to pursue new challenges and able to manage multiple priorities;
12. Excellent communication and interpersonal skills with the ability to interface at all levels of management and personnel within other departments (encompasses verbal, written, listening);
13. Ability to respond to common inquiries or complaints from employees, management, outside agencies, or members of the community;
14. Ability to effectively present information to the Tribal Council and employees as required;
15. Effective time management skills (schedules, timelines, task prioritization);
16. Flexibility; ability to adapt to changing priorities and perform multiple tasks concurrently;
17. Attention to detail and accuracy;
18. Strong computer skills, PC with applicable Office applications and strong internet skills;
19. Proven capacity to build leadership teams and groups;
20. Valid California driver's license;
21. Pre-employment drug screening, extensive background check, fingerprint clearance.

**Indian Preference Statement:**

Preference will be given to qualified American Indian/Alaska Native Applicants, as provided in Section 7(b) of the Indian Civil Rights Act.

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(Approval Signature)

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(Date)

\_\_\_\_\_  
(Employee Signature)

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(Date)