

JOB OPENING ANNOUNCEMENT

Job Title: Enrollment Clerk

Report To: Enrollment Manager

Department: Enrollment

Job Vacancy: YAN-21-096

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 12/13/2021

Closing Date: 01/07/2022

POSITION DESCRIPTION:

The Tribal Enrollment Clerk's primary responsibility is to perform a variety of clerical duties as assigned by the Tribal Enrollment Manager.

QUALIFICATIONS:

- Prefer High School Diploma or GED.
- One (1) year experience in general clerical duties.
- Working knowledge of basic office procedures.
- Able to operate various office equipment such as: fax, copier, and identification camera.
- Personal Computer skills a plus.
- Must be able to collect information, establish facts and draw valid conclusions.
- Must possess basic math skills.
- Valid Arizona Driver's License is preferred but not required.

DUTIES AND RESPONSIBILITIES:

- Process applications for Tribal enrollment, including investigating ancestry and blood quantum.
- Issue Certificates of Indian Blood and Tribal Enrollment Cards.
- Assist in the preparation of monthly report for the Yavapai-Apache Nation Enrollment Board, Tribal Council and others as needed.
- Answers department phones and greets visitors, answering routine inquiries regarding enrollment applications and enrollment status.
- Performs light typing or filing as assigned.
- Updates member addresses
- Maintain a positive working relationship with Tribal members, employees, visitors and vendors.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

