

JOB OPENING ANNOUNCEMENT

Job Title: Enrollment Clerk

Report To: Enrollment Manager

Department: Enrollment

Job Vacancy: YAN-25-44

Status: Full-Time; Non-Exempt

Starting Wage: \$17.00 Per Hour

Opening Date: April 14, 2025

Closing Date: Until Filled

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:

- High School Diploma or GED required.
- 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.
- Excellent computer skills.
- Excellent written and verbal communication skills.
- 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:

- Assists in the Enrollment application process, including investigating ancestry and blood quantum.
- Collaborates with the Enrollment Board in preparation of check disbursements twice a year.
- Responsible for implementation and completion of the Minors Trust Fund application process for Yavapai-Apache Nation tribal members according to required deadlines.
- Performs Accounts Payable data entry.
- Performs Tribal Enrollment Administration Management System (TEAMS) data entry, EX: address changes, membership data reports, photo taking, signature capturing, and printing address labels for other YAN departments.
- Issues Certificates of Indian Blood, Tribal Enrollment Cards, Unearned Income Verification and Non-membership Verification letters.
- Assist in the preparation of quarterly reports for the Yavapai-Apache Nation Tribal Council.

- Answers department phones and greets visitors, answering routine inquiries regarding the YAN enrollment application process and the Minors Trust Fund application process.
- Creates files for new tribal members and assists in auditing files.
- Maintains a positive working relationship with Tribal members, employees, visitors and vendors.
- Provides coverage for Administration Front Desk when and if necessary, EX: answering telephone and accepting packages/mail.

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**