



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502
Tribal Offices: (251) 368-9136 • Administrative Fax: (251) 368-4502
www.poarchcreekindians-nsn.gov

HR 2010:47 JOB ANNOUNCEMENT
POSITION: ENROLLMENT SPECIALIST
DEPARTMENT: TRIBAL MEMBER BENEFITS
REPORTS TO: TRIBAL MEMBER BENEFITS DIRECTOR
ADVERTISING: TRIBAL WIDE ONLY (Tribal Members and current Tribal Employees (all entities)only)

OPENING DATE FOR APPLICATIONS: FRIDAY AUGUST 27, 2010
CLOSING DATE FOR APPLICATIONS: THURSDAY, SEPTMEBER 9, 2010

JOB SUMMARY

The Enrollment Specialist is responsible for maintaining official Tribal enrollment records of the Poarch Band of Creek Indians while assuring that records are handled with responsibility and confidentiality. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Enrollment Specialist is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Responsibilities include but are not limited to: maintaining official Tribal enrollment records of the Poarch Band of Creek Indians while assuring that records are handled with responsibility and confidentiality; assisting with the preparation of Tribal I.D. cards; maintaining copies of proper documents for permanent records and individual Indian files; verifying and preparing certifications, when applicable, of Tribal membership for employment, voter registration, and student and service requirements; searching records and files to obtain statistical data requested by supervisor and other staff for reports and regulations; assisting Tribal Members in acquisition of Vital Statistics Records; and performing other duties as assigned by the appropriate person.

This position is Regular Full-Time

MINIMUM QUALIFICATIONS

1. Associate's Degree in Business Administration or related field from a college/university accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE), and/or a combination of education and verifiable related employment experience in a confidential clerical setting equivalent to four (4) years.
2. Able to perform all duties and responsibilities of this position.
3. Knowledge of Federal Rules and Regulations applicable to federal grants, contracts, programs, and funding sources. Two (2) years experience in grants/contracts.
4. Skilled in the operation of standard office machinery including a calculator, copier, facsimile, and other similar equipment.
5. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully pass required pre-employment computer skills assessment.
6. Demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities assessment.
7. Must be well organized and possess attention to details
8. Skilled and mature in making valid judgments, demonstrated ability to establish workload priorities and balance diverse projects and ability to work with and maintain confidential information.
9. Able to work well independently and to relate effectively with the public.
10. Documented experience with Poarch Creek Indians genealogy and history required.
11. Must possess a valid state driver's license.
12. Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.

PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS/DFWP.

Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices.
A resume will not be accepted in the place of an application.

SALARY RANGE: \$13.00 - \$18.00

Seeking Prosperity and Self Determination