



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-005  
HEALTH & HUMAN SERVICES  
ADMINISTRATIVE  
TRIBAL ENROLLMENT MANAGER**

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<b>Position Title:</b>	Tribal Enrollment Manager	<b>Pay Level:</b>	\$15.00/Hourly
<b>Position Open Date:</b>	01/19/2023 – Until Filled	<b>Department:</b>	Health Human Services
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Administrative Officer	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

Responsible for managing the Pueblo of Jemez’s tribal membership program and providing services to the community relating to their records.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND completion of two (2) years of college-level coursework in business administration; AND four (4) years of administrative experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver’s License  
Background Investigation  
Certified as a Notary Public in the State of New Mexico

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

**Pueblo of Jemez – Human Resources Department**  
**PO BOX 100 Jemez Pueblo, New Mexico 87024**  
**Phone: (575) 834-6333**  
**Fax: (575) 834-0604**  
**E-mail: [humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

### **ESSENTIAL FUNCTIONS:**

- Ensures accountability of the enrollment files for tribal members; assists tribal members with obtaining their birth certificates; initiates death certificates for deceased members by communicating with the family, physicians and hospitals; processes new memberships and relinquishments through Tribal Council
- Provides quarterly population counts to all tribal programs purposes; receives and responds to Social Services for their ICWA cases; assists programs with their request for categorized counts; corresponds with other enrollment entities regarding tribal members
- Presents to Tribal Council for Enrollment activities; submits new members' applications for approval; submits relinquishments for members leaving Jemez
- Conducts Enrollment Committee Meetings to process applications
- Issues Picture IDs for membership, employees, law enforcement, etc.
- Issues Certificate of Indian Blood forms and BIA Forms 4432 for individuals apply for jobs with the federal government
- Verifies membership for utility hook-up, eagle permit requests; issues numbers applications, upon completion, log & review; conducts enrollment meetings to recommend applicants to Council
- Upon approval from Council, enrolls members and issues member number; enters new enrollee's information put into Progeny Software
- Provides ditch work logs for Governors and staff to use; completion of ditch work, logs returned and attendance and any notations are made in the books; excuses are recorded so that a member will not assess a fee; log books submitted to Finance for billing purposes
- Serves as a Census Liaison for the Pueblo
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

### **REQUIRED KNOWLEDGE AND SKILLS:**

- TOWA language speaking
- Specific functions, terminology and concepts related to the functional area to which assigned
- Computer applications related to the work
- Business arithmetic
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Record keeping principles and practices
- Correct business English, including spelling, grammar and punctuation
- Applicable laws, codes and regulations.
- Basic principles and practices of public administration
- Basic data sampling and statistical analysis techniques
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Performing paraprofessional level analytical and programmatic work
- Interpreting, applying and explaining applicable laws, codes and regulations
- Maintaining accurate records and files
- Preparing clear and concise reports, correspondence and other written materials
- Using initiative and independent judgment within general policy guidelines
- Working without close supervision in standard work situations
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using software applications related to assigned functions

- Communicating effectively in oral and written forms

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.Jemezpueblo.org](http://www.Jemezpueblo.org)