



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-001
TRIBAL ENROLLMENT
TRIBAL ENROLLMENT ASSISTANT

Position Title:	Tribal Enrollment Assistant	Pay Level:	\$13.47 – \$20.21
Position Open Date:	1/3/2024	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Enrollment
Supervisor:	Tribal Enrollment Manager		

POSITION SUMMARY:

Contributes to the efficient daily of the Tribal Enrollment office by performing administrative assistance to the division manager or department head and related supervisor and professional staff while keeping professionalism in all interactions with internal and external customers.

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 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 four (4) years of office support and 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 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 and a computer screen, and hearing and speech to communicate in over the telephone and in person; agility to perform fitness and cultural activities.

ESSENTIAL FUNCTIONS:

- Assists in the maintenance of records and complies all tribal members and census information; including births, deaths, marriages, divorces, relinquishments, naturalizations, adoption, court orders and paternity documents.
- Distributes and explains application for enrollment process.
- Files documents, concerning tribal membership and census.
- Assists in research of family histories to establish proof of age, place of birth, parentage and tribal affiliation; to secure as permanent records for use by internal and external agencies.
- Assist in providing complete tribal enrollment files to the Tribal enrollment committee for enrollment consideration.
- Provides general information on inquiries related to tribal membership and census.
- Processes application for death and birth records; inputs data into system; travels to state agencies to obtain birth and death certificates as needed.
- Maintains accurate database of tribal members descendants including address, names changes, marriages, divorce, death and other changes.
- Assists community members with name changes utilizing Tribal courts and New Mexico Vital Records office.
- Issues copies of CIB's, photo identification cards and employee badges.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Attends to a variety of office clerk details, such as travel, meeting and conference arrangements, equipment purchases/repair and processing requisitions and voucher payables.
- Attends meetings, coordinates logistics of meetings, events and conferences, prepares agenda, meeting files, takes and transcribes minutes and document decisions.
- Takes, screen calls and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Welcomes onsite visitors, determines the nature of business and announces visitors to appropriate personnel. Answers questions about tribal enrollment and provide general information.
- Adheres to HIPPA when working with files with personal information and ensures confidentiality of records.

- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing.
- Operation of common office equipment, including computer equipment.
- Policies and procedures related to the unit of which assigned.
- Correct English usage including spelling, grammar, punctuation and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Computer applications related to assigned duties and activities. Techniques for dealing with a variety of individual from a various socio-economic ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied secretarial and office administrative assistance to management, supervisory and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Using tact discretion, initiative and independent judgement with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing - an maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024