



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Enrollment Officer

DEPARTMENT: Enrollment

POSITION SUMMARY:

The Enrollment Officer oversees and manages the Enrollment Office, assists tribal members with applications for tribal membership, advises the Enrollment Committee regarding the requirements of the Tribe's Enrollment Ordinance and requirements for granting tribal membership.

SUPERVISION:

The Enrollment Officer reports to the Senate and is directly supervised by the Tribal Chairman. The position provides general oversight to the Enrollment Program and directly supervises the Enrollment Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and maintain computerized enrollment database.
2. Accept and process enrollment applications submitted by applicants for tribal membership.
3. Review applications for enrollment to determine applicant qualifications including blood quantum and family history.
4. Meet with and advise the Enrollment Committee, including recommendations concerning the Enrollment Code and its application.
5. Inform the Enrollment Committee each month of all inquiries and new applications received since the previous Committee meeting, and update the Committee each month on the status of long-standing applications and pending inquiries.
6. Prepare Enrollment Committee agenda and notify members of scheduled meetings.
7. Record minutes of Enrollment Committee meetings, prepare proposed Senate resolutions reflecting Committee recommendations, take actions requested by Committee on pending applications, and submit Enrollment Committee Meeting sign in sheets to accounting department monthly.

7. Prepare a monthly report for inclusion on the Senate agenda.
8. Present proposed Senate Resolutions for applicants recommended for membership by the Enrollment Committee to the Senate.
9. Prepare supplement enrollment list and transmit to BIA with copies of resolutions, applications and birth certificate of newly enrolled members.
10. Prepare Tribal relinquishment forms as requested.
11. Assist tribal members in obtaining birth certificates and correction of errors in birth documents.
12. Complete and certify affidavits of Tribal Status for members needing enrollment documentation.
13. Answer inquiries and questions, and provide information and guidance, to Tribal members and applicants for Tribal membership.
14. Provide information to, and respond to questions from, BIA Probate office regarding deceased Tribal members.
15. Review applications for, and oversee issuance of, Enhanced Tribal Cards (ETC).
16. Maintain, update and document full compliance with all laws, policies, procedures and protocols related to ETC production and issuance, including usage and destruction of ETCs and training of ETC staff.
17. Ensure computer security and access control for ETC data.
18. Prepare eligible voters list and signature list for Certification by the Swinomish Election Board.
19. Write letters notifying Provisional Adoptee of the General Council Meeting and if approved of swearing-in date and tribal membership oath at Senate Meeting following the General Council Meeting.
20. Other duties as assigned. The specific job duties described above are intended to be primary example of assigned tasks and not meant to be exclusive. Employees are expected to perform any reasonable duties and tasks assigned to them by their supervisor or department director.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma or GED. Some college preferred.
2. Demonstrated knowledge and understanding of the Swinomish Constitution & Bylaws, the Swinomish Enrollment Code and other applicable laws
3. Good communication, organization and writing skills
4. Proficient in Microsoft Word, Excel, and Outlook
5. Must pass Swinomish employment and ETC criminal background checks
6. Must undergo training in Swinomish ETC Program Policy and Operational Procedures; fraud detection; fraudulent document recognition; investigative interview techniques; and characteristics of both genuine and fraudulent documents
7. Must be deemed eligible to issue ETCs
8. Must refrain from allowing (or appearing to allow) personal or familial opinions, judgments or preferences to affect performance of any of the duties of the position.
9. Must sign Confidentiality Agreement. Information on Tribal members and their families as pertains to the Enrollment Program is very sensitive and highly confidential. Breach of confidentiality could result in serious harm to Tribal members and create potential legal liability for the Department, Enrollment Officer and the Tribe.

WORK ENVIRONMENT AND TIME COMMITMENT:

1. Work schedule is 40 hours a week. This is a full-time position.
2. Work will require bending, lifting and carrying up to 25 pounds.
3. Work is performed primarily indoors with occasional visits as required.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Enrollment Officer is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and criminal background check.

Employee: _____
_____, Enrollment Officer

Date: _____

Supervisor: _____
Steve Edwards, Tribal Chairman

Date: _____