



**SHINNECOCK NATION**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT & POSITION DESCRIPTION**

**JOB TITLE:** Enrollment Office Clerk

**DEPARTMENT:** Tribal Enrollment & Vital Records Office

**REPORTS TO:** Tribal Enrollment Director

**STATUS:** Non-Exempt, Full-time, hourly

**SALARY:** \$40,000 per year

**DEADLINE:** Until the position is filled

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**Summary:** The Enrollment Office Clerk assists the Tribal Enrollment Director in implementing the services and duties of the Tribal Enrollment and Vital Records Office (TEVRO).

**Essential Duties and Charge:** The duties of the TEVRO Clerk shall include, but are not limited to the following:

- Answer phones, return messages, and schedule appointments using calendar software
- Issue enrollment applications, service request forms and replenish self-serve forms
- Produce Tribal ID's, Tribal hunting licenses and Tribal Verification Letters
- Intake requests from Tribal Citizens, Shinnecock Nation staff, and outside municipalities regarding Tribal Enrollment and/or Vital Records services and data
- Authenticate vital documents and review enrollment applications for completeness and accuracy and prepare applications for review by the Enrollment Board
- File, maintain organization and completeness of Tribal Citizen profile records
- Follow up with applicants to collect missing documentation and vital information
- Manage cash receipts for Tribal IDs and office inventory of hardware and parts
- Produce and disseminate educational information and special service announcements to the community
- Work in conjunction with the various tribal department to update and maintain Tribal Citizens' records regarding contact information, benefit disbursements, etc.
- Work in conjunction with the Tribal Enrollment Board to ensure that tribal citizens and enrollment applicants are treated fairly and compassionately
- Manage field data collection, data input and record digitization
- Examine work for exactness, neatness, conformance to policies and procedures
- Track Enrollment Department's monthly and annual operational outputs
- Retrieve enrollment mail from the post office and Community Center drop box
- Maintain confidentiality regarding all Enrollment Office business

## Tribal Enrollment & Vital Records Clerk Vacancy Announcement

**Qualifications:** An individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

**Competency:** To perform successfully, an individual should demonstrate the following:

- General knowledge of Shinnecock genealogy, tradition and history
- The ability to gather, analyze and report information constructively
- Maintains confidentiality; shows respect and sensitivity to all human beings
- Works with integrity and ethics; is not moved by personal bias or nepotism
- Exhibit patience and impartiality; inspires respect and trust
- Follows policies and procedures
- Willing to enforce policy at the risk of judgement or challenges by other tribal citizens
- Ability to act on decision-making while weighing the implications of each decision
- Ability to anticipate unforeseen challenges and problem solve
- Exhibit a propensity for genealogy research
- Be productive and work well with small group dynamics
- Confidence in enforcing governmental and regulatory policies
- Takes pride in their work and community; gives their 100% at all times
- Arrives at meetings and appointments on time; respectful of other's time

**Education/Experience:** Candidates shall demonstrate a background of educational, volunteer or work-related experience in at least one of the following fields: office administration, social service, business, governance, law, history, philosophy, or communication.

**Language, Communication & Technical Skills:** Candidates must be able to comprehend, analyze and interpret common historical documents, genealogy data and scientific/industry journals; as well as reasonably authenticate of birth, marriage, death, name change or other legal documents.

Candidates must be able to respond articulately to inquiries from applicants/citizens, Shinnecock Nation staff and outside municipalities.

Candidates shall be able to navigate Microsoft Office Suite and Adobe to procure, review and disseminate documents, correspondence and reports as needed. Adobe Photoshop skills are a plus!

**Reasoning:** Qualifying candidates shall have the ability to define problems, collect data, establish facts, and draw valid conclusions. The ability to apply common sense is a requirement for all facets of the job, including the skill to discern bias from facts.

**Additional Requirements:** At all times, Enrollment staff shall exhibit the highest of integrity, respect, fairness and humanitarianism. Any candidate who has been found to exhibit malfeasance, misfeasance or nonfeasance while in the service of the Nation, including gross neglect of duty or misconduct reflecting on the dignity and integrity of the Nation, shall be deemed an unsuitable candidate for this position, as such actions are in direct contradiction to the Shinnecock Nation Enrollment Ordinance, under which TEVRO operates and has been entrusted to implement.