



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Enrollment Assistant I, II, III		
<b>JOB GRADE:</b>	4/5/6	<b>REPORTS TO:</b>	Enrollment Director
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath
<b>DEPARTMENT:</b>	Enrollment/Elections	<b>DIVISION:</b>	Administration
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$18.15-\$31.27		

### **POSITION SUMMARY:**

Under general supervision of the Enrollment Director, this position serves as receptionist for visitors. Additionally, performs general clerical and typing duties as support for the Enrollment and Election Unit of the Tribe, and assists with dissemination of information to the Yurok community and general public. The Enrollment Assistant is responsible for maintaining the confidentiality and accuracy of tribal enrollment applications, records, and data.

### **DUTIES AND RESPONSIBILITIES:**

#### ***Assistant I***

1. Type correspondence, forms, reports, and other materials from rough drafts received from the Enrollment Committee or Election Board members and Enrollment staff, in accordance with office operating procedures.
2. Serves as mail clerk for the unit, receiving all incoming mail and faxes, recording in control registers, copying, and distributing to appropriate recipient(s). Coordinates the outgoing mail to insure it is delivered to a mail receptacle so it can be processed in a timely manner.
3. Assists in maintaining and updating Enrollment Committee and Election Board calendars. Receives and processes Enrollment Applications and Voter Registration forms.
4. Helps to maintain the tribal membership database records and filing systems.
5. Maintains files of correspondence, forms, reports, and other materials, and retrieves them for review upon request.
6. Answers telephones, receives visitors, and provides information as required, or refers to appropriate person/office. Answers queries from the general public and the Yurok community about Tribal Enrollment and Election activities, and Settlement Fund issues.
7. Maintains necessary records of queries and message referrals, in accordance with office operating procedures.
8. Assists with the development of information to be disseminated to the Yurok community and the general public.
9. Distributes fact sheets, program summaries, meeting minutes/summaries to interested persons.
10. Plans for conferences or meetings from information provided by their supervisor.
11. May occasionally attend Yurok community meetings in a community relations capacity, promoting goodwill through frequent interaction with the Yurok community and the general public.
12. Will assist the Administrative Front Desk staff with all functions of Front Desk clerical duties when needed.

**Assistant II**

13. Prepares Voter Registration forms received for review by the Election Board; reviews submitted forms for acceptability according to criteria set by the Election Board; helps prepare voter registration documents for final certification by the Election Board.
14. Prepares and mails routine voter correspondence which may include incomplete or unacceptable Voter Registration forms; mails forms to tribal members as requested; helps prepare and mail Absentee Voter Ballots and Sample Ballots within the specified time frames; assists with Election Day activities as assigned or required.
15. Helps to maintain the tribal voter database records and filing systems.
16. Facilitates the Minor's Trust Yurok Settlement Fund checks to qualified individuals.
17. Facilitates the Nez Perce Settlement Fund check to qualified individuals.

**Assistant III**

18. Will train and provide oversight of Assistant I and II.
19. Will perform all listed duties with minimal supervision.
20. Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job does not have supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

1. Six months of general experience that includes typing and data entry, record keeping, filing, answering telephones, managing correspondence, taking, and transcribing notes and minutes.
2. Ability to type at a rate of 30 WPM and have experience in using a personal computer.
3. Ability to communicate and model respect for and toward all clients, tribal members, tribal officials, supervisors, and co-workers.
4. Ability to understand adherence to various program requirements, including confidentiality of information, or complex federal regulations. Excellent organizational, customer service, public relations, and communication skills.
5. Detail oriented.
6. Experience in office management, writing and compiling reports.
7. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.

**EDUCATION/EXPERIENCE:**

1. Grade 4-Highschool diploma or GED with one year specified experience
2. Grade 5-Highschool diploma or GED with two years specified experience.
3. Grade 6-Highschool diploma or GED with three years specified experience.
4. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
5. Candidates with equivalent combinations of education, training and experience will be considered.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**WORK ENVIRONMENT:**

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands and finger, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description’s duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date