

## **Fort Belknap Indian Community**

Fort Belknap Agency  
656 Agency Main Street  
Harlem, Mt 59526

**TITLE:** Enrollment Clerk

**STATUS:** Full Time

**PROGRAM:** Central Services

**WAGE:** Negotiable

**DEPARTMENT:** Enrollment

**SALARY RANGE:** DOQ + Benefits (Benefits in Fort Belknap Indian Community Council Personnel Policies and Procedure Manual)

### **Supervision Received**

Incumbent works under the close supervision of the Enrollment Director.

### **Position Summary**

This office prepares and processes enrollment applications, relinquishments, issues Certificates of Indian Blood Degree (CIB) and tribal identification cards, and assists potential members with family research as necessary to assist them in enrollment process.

### **Essential Duties and Responsibilities:**

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all – inclusive:

- Creates correspondence, memorandum resolutions, processes applications, purchase orders, vouchers, and various reports relating to enrollment.
- Maintains office reference material such as enrollment and enrollment information.
- Assist enrollment manager in preparing documents and attending FBIC Council meetings regarding membership enrollment and relinquishment issued as necessary
- Perform research relating to the eligibility of applicant's membership and provides recommendations based upon findings.
- Schedule meetings and prepare documents as directed.
- Assists in the management maintenance, and recordation of all vital statistics information using database software and maintaining digital/physical file including enrollment, birthdate, death, marriages, divorces, tribe, relinquishment and transfer of membership or affiliation: tribal adoption cases, correction affidavits, delayed birth certificates, and tribal council court orders of a variety for the Gros Ventre and Assiniboine tribes.
- Assist in reviewing applications for eligibility.
- Assists general public with questions and information regarding eligibility.

### **Knowledge, Skills, Certifications, and Abilities**

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, including lifting up to twenty pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Must be an enrolled member of a federally recognized Indian Tribe.
- Must possess a minimum of an Associate Degree in related field or two (2) years of office experience.
- Must have never been convicted of a felony crime.
- Must have never been convicted of a misdemeanor crime within a one (1) year period.
- Must possess a valid MT driver's license, have a good driving record and be insurable by the FBIC insurance carrier.
- Must be able to pass a high level security clearance to access the Bureau of Indian Affairs System (Progeny).
- Must successfully pass a pre-employment drug and alcohol screening test and be able to pass a background check.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**IMMIGRATION REFORM AND CONTROL ACT:** Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

***Indian Preference Employer as Required by Law***

**How to Apply**

*Submit application & resume postmarked by the closing date to:*

Personnel Department  
Fort Belknap Indian Community Council  
656 Agency Main St.  
Harlem, Montana 59526