

Fort Belknap Indian Community

POSITION: Enrollment Manager

POSITION CLASSIFICATION: Regular, Full-Time

IMMEDIATE SUPERVISOR: Director of Administration

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

Position Summary:

This office prepares and processes enrollment applications, relinquishments, issues Certificates of Indian Blood (CIB) and tribal identification cards, and assists potential members with family research as necessary to aid 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:

- Types into final form correspondence, memorandum applications, purchase orders, vouchers and various reports relating to enrollment.
- Maintains office reference material such as enrollment and enrollment information.
- Direct the maintenance of the official enrollment rolls.
- Disseminates updated roles to the tribal rolls to tribal departments on a need to know basis.
- Establishes methodical record keeping to ensure controlled numerical system to prevent duplicity of enrollment number assignments.
- Provides technical assistance to tribes in determining the manner of enrollment, eligibility for enrollment, qualification for adoption, loss of membership, appeals procedures, correcting of existing rolls and such other enrollment related issues.
- Assists in the development and recordation concerning regulations and procedures deemed necessary for the preparation and approval of tribal membership rolls, per capita payments, including appeal procedures.
- Provides direction in the computer encoding of tribal and enrollment applications.
- Responsible for managing, maintaining, recording and directing all vital statistics information including enrollment, birthrate, death, marriages, divorces, tribe, relinquishment and transfer of membership or affiliation; tribal adoptions, change of name certificates, statement of paternity forms, individual adoption cases, correction affidavits, delayed birth certificates and tribal council court orders of a variety for the Gros Ventre and Assiniboine tribes.
- Prepares documents and attends FBIC Council meetings regarding membership enrollment and relinquishment issues as necessary.

- Coordinates with the FBIC Election Committee regarding necessary documentation verifying voter eligibility and registration as needed.

Knowledge, Skills, Certifications and Abilities:

- General knowledge of government systems and a working knowledge of computerization of rolls.
- Knowledge of tribal organic documents and their requirements, in order to assist in the interpretation and/or preparation of reports related to enrollment relating to ordinances, resolutions and Council actions.
- Knowledge and experience with computer databases, spreadsheets and word processing.
- Knowledge of grammar, spelling, punctuation and required formats.
- Knowledge of procedural process in preparation of tribal membership rolls, enrollment rolls, payment rolls and judgment rolls.
- Skill in articulating policies, rules and regulations to general public, outside entities,
- Skill in
- Ability to understand and follow oral and written instructions.
- Ability to explain and give oral and written instructions.
- Ability to manage time well and work under stressful conditions.
- Ability to establish and maintain cordial working relationships with other employees and the general public.
- Ability to maintain confidential information.
- Ability to provide clear direction and training
- Ability to conduct self in a mature manner at all times.

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 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities

This position supervises one assistant.

Work Environment:

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

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

- The noise level in the work environment is usually moderate.

Minimum Qualifications:

- Be a member of a federally recognized Indian Tribe.
- Possess high school diploma or its equivalent. Preference given to
- Must have computer knowledge and skills including experience with databases, spreadsheets, and word processing. Experience with Access Databases and/or data entry is highly preferable.
- Never been convicted of a felony crime.
- Have not been convicted of a misdemeanor crime within a one (1) year period immediately before appointment.
- Must possess valid MT driver's license, have good driving record and be insurable by the FBIC insurance carrier.
- 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.

Indian Preference Employer as Required by Law

Revised and Adopted: 1-1-2