

**Job Title:** Tribal Enrollment Clerk  
**Salary Range:** \$28,000.00 – 32,500.00 – FT/ some nights  
**Location:** Chief W.R. Richardson Tribal Government Complex – Hollister, NC  
**Travel Requirements:** local

**GENERAL DESCRIPTION**

A highly motivated and energetic person that will respond to the needs of the Haliwa-Saponi Indian Tribe in the areas of the Tribal enrollment application processing, records management, citizen intake, decendency research and response to inquiries for enrollment into the Haliwa-Saponi Indian Tribe. Maintain confidentiality.

**SPECIFIC DUTIES**

Reports to the Tribal Administrator, collects enrollee information, genealogical information, respond to citizen inquiries, maintain Tribal records, coordinate with Enrollment Committee Chair and Council, attend meetings as needed, input information, assess needs of enrolled members, attend trainings and workshops, forecast needs of long-range enrollment planning efforts, other duties as assigned.

**QUALIFICATIONS AND/OR EXPERIENCE**

Two- year college degree; at least two years' experience in an office environment or working with clients on a case management basis; strong computer skills; strong writing skills; may consider any combination of experience and training that is deemed equivalent to the desired qualifications.

**PREFERRED**

Knowledge of the Haliwa-Saponi Indian Community, genealogical data, North Carolina statistical data, and American Indian statistical data.

**Preference:** The Tribe is an equal opportunity employer and service provider. American Indian preference will be given as applicable in accordance with U.S.C. Section 45, U.S. Supreme Court, (6/17/74).

**Resume Deadline:** November 14, 2023

**Submit Resume to:** Gary Lynch, Housing Director, Haliwa-Saponi Indian Tribe, Inc. P.O. Box 99 Hollister, NC 27844, or email to: [glynch@haliwa-saponi.com](mailto:glynch@haliwa-saponi.com)