



## Haliwa-Saponi Indian Tribe

39021 Hwy 561 · P.O. Box 99  
Hollister, North Carolina 27844  
Phone: (252) 586-4017 · Fax: (252) 586-3918  
Email: info@haliwa-saponi.com

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**Position:** Tribal Enrollment Clerk  
**Department:** Tribal Enrollment  
**Supervised by:** Tribal Administrator  
**Pay Range:** \$14.42/Budget  
**FLSA:** Full-time/Non-Exempt

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**\*\*Closing Date: 01/26/2024**

**Position Summary:** Under general supervision of the Tribal Administrator, contributes to the efficient daily operation of the Tribal Enrollment department by performing a variety of administrative duties, and Tribal Enrollment functions-record management, citizen intake, tribal lineage research; maintains confidentiality and professionalism in all interactions with internal and external customers. This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

### **Job Duties:**

- Maintains records, files, materials, documents, and databases; enters data into Tribal Information System-Progeny ensures all information is complete, accurate and updated.
- Working with Tribal Photo Identification Cards and Employee Photo Identification Cards.
- Research, reviews, and summarizes statistical reports; maintains integrity and security of confidential.
- Attends meetings and seminars as required.
- Corresponds with internal and external customers in a friendly, courteous, and professional manner.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Maintain both hard and electronic files of Tribal Identification Cards, Indian genealogical records, and all documentation pertaining to Tribal Enrollment.
- Ability to work independently.
- Other duties as assigned.

### **Education and Experience:**

- High School Diploma or GED.
- One (1) to three (3) years' customer service experience.

### **Other Requirements:**

- Knowledge of the unique sovereign status of Indian Tribes and respect for tribal culture.
- Must have the ability to collaborate with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid North Carolina Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Haliwa-Saponi Tribal organizational policies.



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### Work Environment/Physical Demands:

Office work performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work, as needed. Tight time constraints and multiple demands are common. Travel required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee regularly required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee may occasionally require lifting and/or carry up to 50 lbs.

### *Indian Preference:*

Native American Indian preference shall apply and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

\*\*\*\* Added to existing posting, as of 1/5/2024\*\*\*\*

Signatures:

Approved by: Shalene Kanseah  1/05/2024  
Executive Director Tribal Administrator Date

HR:

Employee signature below constitutes employee's understanding of the requirements, essential, functions, and duties of the position.

Employee: \_\_\_\_\_



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### Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Job Knowledge- Knowledge of Tribal Enrollment in Indian Country; principles, practices, and trends in record-keeping systems.
- Decision Making– the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- People Skills - the individual maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Communication – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Meticulous – the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- Adaptability – the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays, or unexpected events.
- Reliability – the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Organized – the individual keeps clean and organized workspace and projects.
- Motivated – the individual inspires self and others about them to get the job done and follow through on tasks.
- Technology Skills – Operates various word-processing, spreadsheets, and database software programs in a Windows environment.