



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Enrollment Specialist I

**OPEN:** April 27, 2021

**EXEMPT:** No

**SALARY:** (5) \$14.35 -\$16.07 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** May 04, 2021

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Enrollment

**SUPERVISOR:** Enrollment Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the Administrative Supervision of the Enrollment Director, the Enrollment Specialist-1 is responsible for the complete management of all individual document files of Enrolled or Non-Enrolled Members of the Lummi Nation. Enrollment Specialist-1 provides support services to the Enrollment Committee, and other Enrollment Staff to ensure proper Records Management.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Greet Tribal Members and visitors, answer phone calls, and route incoming and outgoing mail.
2. Facilitate all Enrollment Action Forms, Enrollment Application, Relinquishment Request, Dual-Enrollment process, Disenrollment.
3. Records Management/Maintenance; keep records updated with current information including research of family connections, keep track of records and documents and file accordingly.
4. DNA Testing; collect DNA samples from Tribal Members, submit DNA for testing, track DNA test results online.
5. Electronic Data Entry with Scanning of all pertinent documents.
6. Archive all pertinent records on a quarterly basis.
7. Work directly with the Enrollment / Election Committee, and Enrollment Staff.
8. Invoice and Billing Management prepare Work-Orders for signature of Director.
9. Any other tasks taken on by the Enrollment Department as directed.

### **MINIMUM QUALIFICATIONS:**

- High School Graduate or G.E.D. Equivalent.
- 1 year of college completed, *preferred*.
- 1 year office experience working in Tribal government.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of Lummi Tribal Community, Family Relationships.

- Knowledge of office equipment and office procedures (mail logging, filing systems, facsimile operations, purchasing, telephone etiquette and general organizational skills).
- Ability to use all Microsoft software programs, such as Word, Excel, and Outlook.
- Possess positive attitude with a commitment to the welfare and progress of the Lummi Indian Business Council.
- Ability to maintain confidentiality at all times and ability to handle sensitive information and documents
- Willingness and ability to attend meetings; this includes, weekends and evenings and may require travel, as requested.
- Ability to be friendly, courteous, tactful, and dependable.
- Possess good verbal and written communication skills; including grammar, spelling, punctuation, and proofreading.
- Ability to follow best business practices by following all HR Policies, with emphasize on reporting to Council Operation Manager ensuring the Chain-of-Command and Confidentiality.
- Ability and skill to use all Microsoft software programs, such as Word, Excel, and Outlook.
- Ability to type 40 wpm.
- Must adhere to strict confidentiality rules of conduct.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position is subject to extensive Criminal Background Check.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.