



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 Office Assistant I
Enrollment

OPEN: February 5, 2019

EXEMPT: No

SALARY: 5 \$14.35 to \$16.07 per hour DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: February 12, 2019

JOB CODE:

DIVISION: Policy

DEPARTMENT: Enrollment

SUPERVISOR: Enrollment Director

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Enrollment Director, the Enrollment Office Assistant will answer and direct incoming calls, in a professional manner, for the Enrollment Office, greet and direct any persons visiting or conducting business with the Enrollment Office to the appropriate person, answers questions that may arise concerning; Enrollment Department/Committee meetings and events, and departments extensions or phone numbers. Ensure the housekeeping/maintenance of Enrollment office. Position requires the ability to work independently, exercise judgment, and initiative.

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

1. Greet visitors and communicate with the general public in a courteous and respectful manner when answering questions in person or on the phone.
2. Answer phone calls for the Enrollment Office and determine nature of business, direct callers to appropriate destination, taking thorough messages if needed.
3. Receive mail directed for the Enrollment Office; review each piece and route to appropriate person.
4. Provide support with administrative tasks such as processing timecards, and travel arrangements for Enrollment Committee, and staff as directed.
5. Provide back-up support as needed for Enrollment Specialist 1; including application intake, DNA collection, CIB printing, Enrollment verification requests, Tribal ID printing, Application preparation for Committee meetings, Other tribal affiliation verification, Dual Enrollment research, filing and scanning of documents, and electronic record entry.
6. Provide back-up support as needed for Enrollment Specialist 1, including: polling Enrollment Committee members for attendance for Enrollment Committee meetings and preparing meeting rooms as needed.

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 office equipment and office procedures (mail logging, filing systems, facsimile operations, purchasing, telephone etiquette and general organizational skills.)
- Ability to use Microsoft software programs, such as Word, Excel, Outlook and Database.
- Possess positive attitude with a commitment to the welfare and progress of the Lummi Indian Business Council.
- Knowledgeable of the Lummi Community and related Local Tribes.
- Knowledge of Tribal Genealogy and calculating blood degrees accordingly.
- 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 emphasis on ensuring the Chain-of-Command and Confidentiality.
- Public Speaking required.

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.
- Position requires extensive Criminal Background Check.
- Must maintain high level of confidentiality.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail 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.