



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

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**JOB TITLE:** Enrollment Specialist  
**SUPERVISOR:** Supervisor of Tribal Operations/Enrollment Department  
**LOCATION:** William Wildcat Tribal Building  
**POST DATE:** July 11, 2018  
**CLOSING DATE:** July 25, 2018

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**General Description:** The primary responsibility of this position is to distribute and explain the requirements to the Lac du Flambeau membership and applicants either verbally or in writing and process completed applications to be submitted to the Enrollment Committee and Tribal Council. Successful candidate will possess excellent communication, typing and organizational skills.

**Qualifications:** Must be an enrolled Tribal Member of the Lac du Flambeau Tribe. High School Diploma or equivalent is required. A minimum of one (1) year experience in an office setting is required. Must possess intermediate algebra skills specifically fractions. Also must possess intermediate knowledge of Microsoft Office System applications.

**Salary:** \$11.00-\$13.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Enrollment Specialist

**B. DEPARTMENT:** Tribal Operations/Enrollment Department

**C. SUPERVISOR'S TITLE:** Supervisor of Tribal Operations/Enrollment Department

**D. D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to distribute, explain the requirements and process enrollment applications to the Lac du Flambeau membership either verbally or in writing. Specific responsibilities include, but are not limited to the following:

1. Comply with Tribal Code Chapter 10 – Membership Ordinance.
2. To establish the utmost degree of confidentiality.
3. Maintain all Tribal enrollment files and records.
4. Coordinate with the Enrollment Committee regarding Tribal Member Enrollment business with the Tribe.
5. Attends Tribal Council meetings to present enrollment applications.
6. Issue Tribal photo identification cards to Tribal Members & issue Tribal photo identification cards to Tribal Employees.
7. Generates specific Tribal Member lists as requested & keeps record of such.
8. Upkeep the Tribal ID machine and order supplies as needed.
9. To assist with any and all duties regarding the Census program.
10. Assist in the maintenance of administrative filing systems and other department information systems; i.e., annual Per-Capita forms, annual holiday gift certificates; updates in Progeny & other forms of the department.
11. Assist the Tribal Operations/Enrollment team in continuous process improvement governing all operational functions supporting the Lac du Flambeau Band of Lake Superior Chippewa Indians, and implement new processes and procedures quickly and effectively with minimal business disruption.
12. Must be able to travel if needed.
13. All other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Heavy, frequent contact with Tribal Membership, Enrollment Committee, Tribal Council and management staff with all levels of the organization.
2. **External:** Frequent contact with outside agencies and occasional contact with suppliers.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Supervision received from the Supervisor of Tribal Operations/Enrollment Department.

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** Minimum of one (1) year experience in office setting. Intermediate algebra skills specifically fractions and intermediate knowledge of the Microsoft Office system applications.

**J. SKILLS: MUST BE ABLE TO MAINTAIN STRICT CONFIDENTIALITY.**

Must be knowledgeable of the Lac du Flambeau Tribal Membership requirements and the enrollment processes; attentive to detail and accuracy with the ability to prioritize job duties/responsibilities with a high level of interpersonal skills to work effectively with others. Must be proficient with PC's, Word, Excel and other related software.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** The majority of responsibilities are performed within the confines of the Tribal Operations/Enrollment Department with exception of traveling for other duties as needed.
2. **Exposure to Hazards:** May be exposed to situations where a person's behaviors may create undesirable conditions.
3. **Physical Requirements:** Require ability to stand for long periods, sitting, walking, bending, and lifting up to 45 lbs.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Enrollment Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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**Employee:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**