



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Enrollment Clerk
Supervisor: Tribal Administrator
Salary: \$20.00/hour

Job Summary:

The Enrollment Clerk is responsible for the daily operations of the Enrollment Office and determines eligibility of applications for enrollment with the Tribe in accordance to the established and approved Tribal Enrollment Ordinance.

Duties:

1. Maintains record and documents of Tribal enrollment
2. Maintains and update Finance on Tribal members addresses
3. Notifies Finance of tribal member becoming 21 BEFORE they turn 21.
4. Notifies finance of any tribal member who passes.
5. Determine eligibility of applicants for enrollment with the tribe
6. Continuously keep the membership rolls current
7. Provide enrollment applications to request, accept and process applications
8. Determines preliminary eligibility for tribal membership, verify documents for tribal membership, prepare certification of Degree of Indian Blood and Tribal ID cards
9. Maintain a working relationship with the Enrollment Committee
10. Provide statistical information to the Tribe and Bureau of Indian Affairs.
11. Maintain/Submitting accurate applications and reports in a timely manner
12. Performs general office duties, including answering telephones, and creating documents.
13. Other duties as assigned.

Requirements:

- Must be over 18 years of age.
- Must possess a high school diploma, GED or two years office work related experience.
- Must be stable and dependable.
- Must have good organizational skills
- Must be able to maintain strict confidentiality at all times.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be able to follow verbal and written instructions of supervisor.
- Must be willing to accept responsibilities and make independent decisions when necessary.
- Must be able to communicate effectively verbally and in writing using proper grammar.
- Working knowledge of Microsoft Word, Excel, E-mail, and internet programs and applications.
- Must be able to pass pre-employment alcohol/drug screening.
- Must be able to pass pre-employment background investigation
- **Must be Covid19 Vaccinated.**

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended