



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

## **POSITION DESCRIPTION**

**Position:** Enrollment Clerk (Tribal Members Only) **Salary:** \$14.00 - \$16.00 hourly

**Opening:** Monday, April 12, 2021

**Closing:** Friday, April 23, 2021

### **BASIC FUNCTION:**

Under the direct supervision of the Enrollment Supervisor the incumbent will assist the Enrollment Staff with all enrollment procedures which are included in the listed duties and responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

- The Enrollment Clerk will gather the necessary information from people who would like to enroll or have their children enrolled with the Tribe.
- Update enrollment of the Quechan Tribe to determine an accurate population/census figure.
- Insure that guidelines set forth in the Tribes Constitution and in Tribal Ordinances which are applicable to enrollment are adhered to.
- Assist Staff with preparing and typing reports, memos, and other correspondence. Filing, duplicating documents, answering telephone calls.
- Other duties as assigned.

### **QUALIFICATIONS & SPECIAL REQUIREMENTS:**

- Must be an enrolled member of the Quechan Indian Tribe.

- Information received by the Enrollment Office is confidential in nature. Accordingly, emphasis is placed on hiring an individual with a high degree of maturity and understanding the need for confidentiality.
- Maintain confidentiality of all information and documents received and held by the Enrollment Office including written and oral conversations.
- Desire an individual who has the ability to meet, greet and converse with the public without difficulty.
- Must have a valid Driver's License to insurable by the Tribe.
- Must be able to work independently with minimal supervision.
- Must be able to type 40 to 50 wpm. And possess other clerical skills such as filing, proof reading various types of correspondence, etc.
- Ability to speak the Quechan Language is preferred, but not required.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 919-3661**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.