



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	005-3750-001, 005-3750-002	<b>Last Revised:</b>	06/06/2016
<b>Position Title:</b>	Enrollment Specialist	<b>Department:</b>	Enrollment
<b>Reports to:</b>	Enrollment Officer	<b>Division:</b>	Office of the Attorney General

**Primary Function:** Manages, maintains, and collects documents that are important to insure the accuracy and preservation of the tribal membership base. Provides administrative support for a broad range of functions in the Enrollment Office, which includes data entry, research of historical records, certifying enrollment applications, participation in building & maintaining ongoing enrollment database. Maintains, indexes and files permanent vital records/membership documents for 20,000 plus records. Responsible for the accuracy and validity of the archived enrollment records of the Federal and State recognized Eastern Band of Cherokee Indians.

**Job Duties and Responsibilities:**

- Provides administrative support in various Enrollment Office functions.
- Maintains the Vital Records and Vital Per Capita distribution information for the 15,000+ membership of the Eastern Band of Cherokee Indians.
- Enters data into computer for future use.
- Attends monthly Enrollment Committee meetings.
- Records, transcribes and distributes minutes of all Enrollment Committee meetings.
- Maintains filing system of 20,000 plus Tribal Enrollment files, including birth, death & marriage certificates, enrollment application, certification forms, family tree charts, address changes, name changes, court orders, adoption papers, DNA results etc.
- Researches genealogical requests for Tribal members and general public in reference to Cherokee heritage
- Computerizes family trees for enrolled member files.
- Answers telephones, screens/directs calls appropriately.
- Receives, stamps, separates, and processes incoming correspondence.
- Scans and maintains a digital record of all paper documents in member files.
- Maintains a photo ID system and equipment by providing photo ID to all tribal members.
- Provides photo Identification to Cherokee PD and maintains a log of all identification released.
- Assists with all DNA related issues; maintains contact with company liaison and DNA collector.
- Prepares sports verification lists to assist Tribal recreation programs.
- Analyzes & determines tax exemptions for county agencies.
- Assists area school systems with enrollment verification request and document requests.
- Prepares first generation descendant letters and lineage charts documenting the baker roll connection of all 1<sup>st</sup> Descendants.
- Certifies enrollment applications to determine eligibility for membership.
- Responsible for the correct calculation of blood degrees.
- Maintain close working relationship with Tribal Finance, Tribal Court, TANF, CIHA and other tribal programs & entities.
- Assist in locating enrolled members via social media outlets & internet.
- Completes extended family tree reports to assist Social Service (DSS) agencies.
- Maintains a friendly working relationship with local DSS Offices to help ensure the enrollment of eligible children in their custody.

- Assists in all aspects of performing audit of Enrollment records; including performing extensive research of historical genealogical archives, computing blood quantum, corresponding with individual members and presenting evidence & facts to the Enrollment Committee and/or Tribal Council.
- Verify accuracy of and interpret audit findings present by Falmouth Institution.
- Assist Tribal members with obtaining documents required by audit.
- Assist Tribal members with filling out applications for birth certificates, delayed certificates of birth, court orders, and petitions to unseal adoption records.
- Establish relationship with other tribal, county, state & federal agencies.
- Conducts research into genealogical background of individual or family in order to establish descent from a specific ancestor.
- Constructs chart showing lines of descent & family relationships.
- Prepares history of family in narrative form or writes brief sketches emphasizing points of interest in family background.
- Preserves and ensures safekeeping of valuable historical records.
- Processes direct deposits and prepares for finance. Maintains a maintenance log of all direct deposits.
- Serves as an administrator of online ManageyourEBClmoney.org course and issues certificates of completion.
- Researches and maintains a filing system of all paid research requests. Maintains a separate log of all incoming certified checks and money orders for paid research requests.
- Provides updated information for and maintains Enrollment Office Website.
- Corresponds with all enrollment information email requests.
- Prepares and send Enrollment Fact to Cherokee One Feather.
- Prepares Indian Preference forms for members as requested.
- Distributes copies of birth certificates as needed.
- Maintains daily log of requests for enrollment cards & research requests.
- Distributes all forms pertaining to enrollment and per capita request.
- Updates enrollment files and records as needed.
- Act as Notary Public as needed, maintains Notary certification.
- Performs duties according to established safety procedures and tribal policy.
- Performs other duties as assigned.

**Education  
/Experience:**

A Bachelor's Degree or equivalent 8 year's experience in Tribal Enrollment, Genealogy/Archival knowledge is required. Must possess or obtain within two years of date of hire, certification as an enrollment/enrollment audit professional. Extensive experience in genealogy and knowledge of Eastern Cherokee history is required. Must have experience & training in enrollment procedures. Training and workshops in enrollment courses are necessary to provide pertinent federal, state & tribal laws, rules & regulations and guidelines. One to two years in position needed to become proficient in most phases of the job.

**Job Knowledge:**

Must be knowledgeable of company and enrollment office policies and procedures. Must have working knowledge of office equipment such as: telephone system, calculator, computer (Microsoft Word), printer, copier, fax machine, transcriber, postage machine, laminator, etc. Needs an understanding of tribal culture, history and genealogy. Must have a thorough knowledge of data entry and clerical duties involved in job to meet established goals and objective. Must have valid North Carolina driver's license. Required to have or be willing to obtain Notary Public certification within one year of employment.

<b>Contact with Others:</b>	Has extensive contact with public, staff, and other agencies, local, county, state and federal, in the exchange of information pertinent to enrollment where tact, courtesy, and professional decorum are required.
<b>Confidential Data:</b>	Has access to highly confidential enrollment files, personal information and related data which would be detrimental to EBCI Tribe and Tribal membership if disclosed. Data included in enrollment files could potentially damage Tribal families. A high degree of discretion is required. Must adhere to all tribal confidentiality policies and procedures. Disclosure of enrollment information is automatic grounds for termination.
<b>Mental /Visual /Physical Effort:</b>	Close concentration and attention to detail are required while performing all duties. Is subject to frequent interruptions, both by phone and in person. Must be able to communicate both in writing and verbally. Must have visual acuity. This position is mostly sedentary, with extended periods of sitting at a desk and/or computer. Work involves sitting, bending, reaching, walking and lifting light to moderate objects.
<b>Environment:</b>	Most of the work is performed in normal office environment. Daily delivery and retrieval of office mail to post office and tribal mail room. Some outside trips to attend meetings and handle other tribal business. Travel may be necessary.
<b>Responsibility for Accuracy:</b>	A high degree of accuracy is required in this position. Proofing procedures would detect most errors. Incumbent must be accurate.
<b>Resourcefulness &amp; Initiative:</b>	Follows well defined procedures and guidelines in job duties with minimal supervision. Must communicate and respond appropriately to various situations.