



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 143-20

OPENING DATE: 09/11/2020

CLOSING DATE: 09/30/2020

POSTED: WITHIN ONLY

POSITION: File Clerk
PAY GRADE: NE2 (\$12.00/hr. - \$16.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Census
REPORTS TO: Director, Census/Tribal Enrollment
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Maintains enrollment files for active and deceased members; answers incoming calls and performs general clerical duties.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assists in the maintenance of records and complies all tribal membership and census information; including births, deaths, marriages, divorces, relinquishments, naturalization , adoptions, court orders and paternity documents.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers call to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers questions about tribal enrollment and provides general information.
- Prepares Certificate of Indian Blood requests from tribal members and other departments.
- Distributes and explains application process as required.
- Processes Family Tree requests from tribal and non-tribal members; cross checks and validates information with the census data base.

- Accepts and ensures all documentation is submitted for proper enrollment process; including birth certificate, social security card, family tree and notarized application.
- Updates and maintains files for new and current tribal members; ensures accuracy of data and creates new files as required.
- Files documents concerning tribal membership, census, and residence ordinance.
- Assists community members with name changes utilizing Tribal Courts and New Mexico Vital Records Office.
- Assists in the research of family histories to establish proof of age, place of birth, percentage and tribal affiliations to secure permanent records for use by internal and external agencies.
- Assists in providing complete tribal enrollment files.
- Assists with community activities as required.
- Acts as poll clerk for tribal and special elections.
- Provides general information on inquiries related to tribal membership and census.
- Creates reports as requested by Governor's Office and Tribal Council.
- Travels to state agencies to obtain birth and death certificates.
- Sends fax, and retrieves, logs and distributes incoming faxes.
- Orders, receives, and maintains office supplies as needed.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary; make copies as needed.
- Adheres to the Freedom of Information Act and Privacy Act requirements when releasing sensitive or personal information and ensures confidentiality of all records.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year of clerical or customer service experience.
- Ability to speak Tiwa preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of Isleta Pueblo, its history and culture.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of the tribal enrollment ordinances and procedural processes involved with the preparation of tribal membership rolls.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to understand official documents, birth certificates, death certificates, and Knowledge of legal terms.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day.
- Extensive use of vision will be required for document review.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Frequent interaction with the public.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.