



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

**POSTING NO: 078-22**

**OPENING DATE: 05/06/2022**

**CLOSING DATE: 05/31/2022**

**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:** POI Funded  
**DEPARTMENT:** Census  
**REPORTS TO:** Director, Census/Tribal Enrollment  
**BACKGROUND LEVEL:** Child/Elder

**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 pass background check for position.
- 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.