



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

POSTING NO: 046-24

OPENING DATE: 03/27/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Census Enrollment Clerk
PAY GRADE: NE4 (\$18.78/hr. - \$25.35/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: Contributes to the efficient daily operation of the Census office by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

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 compiles all tribal membership and census information; including births, deaths, marriages, divorces, relinquishments, naturalizations, adoptions, court orders and paternity documents.
- Acts as Receptionist; 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.
- Distributes and explains application for enrollment process.
- 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.
- Files documents concerning tribal membership, census, and residence ordinance.
- Assists in the research of family histories to establish proof of age, place of birth, parentage and tribal affiliation; to secure as permanent records for use by internal and external agencies.
- Assists in providing complete tribal enrollment files to the Tribal Enrollment Committee for enrollment consideration.
- Verifies tribal enrollment for outside agencies.
- Provides general information on inquiries related to tribal membership and census.
- Processes applications for death and birth records; inputs data into system; travels to state agencies to obtain birth and death certificates as needed.
- Maintains accurate database of tribal members and descendants including address, name changes, marriage, divorce, death, and other changes.
- Processes name changes for tribal members and tribal descendants through Tribal Courts.
- Assists community members with name changes utilizing Tribal Courts and New Mexico Vital Records Office.
- Accepts and ensures all documentation is submitted for enrollment process.
- Distributes and explains residence ordinance applications.
- Accepts residence ordinance applications and ensure all proper documentation is submitted.
- Prepares background check to submit to Personnel Security Consultants.
- Submits all money orders submitted for Background Checks to the Treasures Office.
- Issues photo identification cards to tribal members, descendants or employees as required.
- Assists with community activities as required.
- Prepares purchase requisitions as needed.
- Assigns and delegates duties and tasks to Census File Clerk as needed.
- Acts as poll clerk for tribal elections and special elections.
- 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 or GED.
- Three years' clerical experience is required.
- 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 exercise independent judgment.
- 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.