

Seneca-Cayuga Nation Assistant Enrollment Officer/Tag Agent

The Seneca -Cayuga Nation is accepting applications for an Assistant Enrollment Officer/Tag Agent. In compliance with the Seneca-Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. At the same time, all other applications will also be accepted for this position in order to satisfy the immediate need. The Assistant Enrollment Officer/Tag Agent is a full-time position under the direct supervision of the Nation's Enrollment Officer. This position will be responsible for assisting in the administering and oversight of the Nation's Enrollment and related documents, provide assistance to tribal members, departments/programs and other organizations on relevant enrollment issues. The Assistant Enrollment Officer/Tag Agent is responsible for maintaining the confidentiality and accuracy of the Nation's enrollment applications, records, and data. Verify, process, and issue tribal identification cards upon request. This position will also be responsible for the issuing of the Nation's tags and collecting tag and tax fees, as well as process renewal applications, check for accuracy and completeness of new title/registration applications, process duplicate titles, permits and handicap applications, and complete changes in vehicle registrations. Job requirements: Must possess a High School Diploma or GED with a minimum of two (2) years clerical experience. Work experience in tribal programs preferred. Comprehensive knowledge of Native American culture and program functions will be beneficial. Applicants must be computer literate and proficient with compatible program software. Applicants must be willing to accept any and all other appropriate duties assimilated with the position as assigned. Selected applicant will be required to complete a drug screen and submit to a background check. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com . Resumes with applications may be submitted to Human Resources or online at cbrown@sctribe.com. Indian/Tribal Preference will be observed. Posted Until Filled.

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