

## Seneca-Cayuga Nation Enrollment Clerk

The Seneca -Cayuga Nation is accepting applications for an Enrollment Clerk. 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 Enrollment Clerk is a full-time position under the direct supervision of the Nation Enrollment Officer. This position performs general clerical and typing duties as support for the Seneca-Cayuga Nation Enrollment Officer. The Enrollment Clerk will be responsible for providing assistance to tribal members, departments/programs and other organizations on relevant enrollment issues. The Enrollment Clerk 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. Perform a variety of clerical duties to include, but not limited to; answering phones, filing, copying, and faxing. 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](http://www.sctribe.com) . Resumes with applications may be submitted to Human Resources or online at [cbrown@sctribe.com](mailto:cbrown@sctribe.com). Indian/Tribal Preference will be observed. Posted Until Filled.

Posted 2/6/2018