

<b>Kickapoo Tribe In Kansas Position Description</b>
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**Title:** Per Capita Recorder/Enrollment Clerk

**Position:** Full time/Non-Exempt

**Supervised by:** Treasurer

**Position description:**

Individual shall assist with the maintenance of the Enrollment Department records pertaining to verification of individual tribal members. Individual will also be responsible for data entry and filing all information received for per capita payment and work closely with the Finance Department and Financial Institute on a regular basis.

**Essential Job Functions:**

- Certify enrollment count and present before Tribal Council.
- Research with Tribal Enrollment files to confirm enrollment, and check all issues pertaining to the NGRAO.
- Shall maintain an effective working relationship with fellow tribal employees, enrolled members and the general public.
- Shall be proficient in Microsoft Word, Works, Excel and Access.
- Must be proficient in data base building, word processing and business letter production.
- Must back up all computer daily.
- Shall have good communication skills and be willing to work with people.
- Prepare and mail out W-9 forms to enrolled members before their 18<sup>th</sup> birthday.

**Minimum Qualifications:**

- High School Diploma or G.E.D.
- Previous experience in similar field is preferred.
- Must have a working knowledge of the following computer software programs: Microsoft Access, Microsoft Word, Microsoft Works, and Microsoft Excel.
- Possess a valid driver's license and be insurable through tribal insurance policy.

Privacy Act:

The Per Capita Recorder/Data Processor must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description: Per Capita Recorder/Data Processor

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Employee signature

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Date

Approved by BD / 8/20/07