



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Enrollment Clerk	Department: Enrollment
Opening date: 01/31/25	Closing date: 02/14/25
# of vacancies: 1	Location: Carnegie, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Enrollment Clerk
Classification: Non-Exempt	Salary Range: \$13.00 per hour - \$18.00 per hour
Division: Tribal Operations	

JOB SUMMARY:

The Enrollment Clerk provides clerical support and serves as a custodial for Tribal Enrollment records and documents. The Enrollment Clerk works with membership enrollment statistical data; ensures accuracy of membership records and maintain a high level of professionalism with a high emphasis on confidentiality.

RESPONSIBILITIES:

- Adheres to strict confidentiality in all aspects of duties.
- Must perform duties in compliance with program department, Tribal and Federal Regulations.
- Assist any additional Enrollment staff with required documentation to process applications for membership and issuance of Tribal Identification Cards to enroll tribal members.
- Assist in issuance of National Repository Eagle Feather Permit Applications and re-orders for tribal members.
- Assist in providing verification of membership status, birth dates and certificate of degree of blood, as requested by various entitles for the purpose of identification and provisions of membership services.

QUALIFICATIONS: Minimum of High School Diploma or GED and/or (3) years of clerical and/or customer service experience. Bachelor's Degree in Business Administration or related field is preferred or Associates Degree in Tribal Leadership & Management or related fields.

REQUIREMENTS: Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance. Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing. Must possess office Management skills with experience in organization and public communication. Must be proficient in Microsoft applications (Word, Excel, Publisher, PowerPoint); office equipment i.e., computer laptop, copier, scanner, telephone, calculator, camera, data card printer. Must be able to work in a fast-paced teamwork environment with ability to complete tasks in a timely manner.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.