

Little Traverse Bay Bands of Odawa Indians Job Description

Job Title: Administrative Assistant/Genealogist
Department: Enrollment
Reports To: Enrollment Officer
Status: Non-Exempt
Salary Range: \$15.13 to \$20.47 per hr. / (\$31,475 - \$42,584) Annual
Level: 4
Posted: **September 8, 2015**
Closed: **September 29, 2015**

SUMMARY

Knowledge of the LTBB Constitution, LTBB Citizenship Statute, Marriage Statute, Tribal Notary Statute, Gaming Revenue Allocation plan including regulations and policies. Must be familiarized with the Department of Commerce Tax agreement area. The Administrative Assistant Acts as a Marriage Clerk to issue marriage license(s). Examine all incoming Enrollment Applications to determine if the application meets the Enrollment Requirements in accordance to Article V. Membership. Must have knowledge of the 1855 Historical Boundaries, 27 County Service Area. Must be able to research paternity laws as needed for incoming applications. Maintain marriage license certificates in a separate file cabinets. Must have strong customer communications skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Knowledge of the LTBB 1855 Historical boundaries.
- Process Check request for Annual Per Capita payments.
- Works closely with the DOC to process Tax Agreement history.
- Must be able to have the ability to scan Tribal Identification pictures and signatures and produce Tribal Identification Cards.
- Issue LTBB Tribal Police cards including the county as needed.
- Issues Gas cards to various departments.
- Process burial request forms and update enrollment database.
- Able to print reports, labels and provide statistical information to other departments.
- Prepares Enrollment list for eligible, ineligible, relinquishments and disenrollments.
- Devise and maintain a digital process for all enrollment records.

- Create forms and applications.
- Be able to create database and maintain a separate record system for marriage records.
- Monitor all fees and perform data entry for monthly expenditures.
- Create internal policies for job duties carried out,
- Read and interpret documents including 1908 Durant Roll, corresponding field notes and census records.
- Review all submitted records and assure records are in accordance with the Little Traverse Bay Bands Citizenship Statute/Marriage Statute.
- Maintain a filing system, which contain the Tribal enrollment records and other documents. Maintain confidentiality of tribal enrollment records
- Performs general office duties which include: (but not limited to) correspondence, maintenance of mail log, answering telephone inquiries, filing, maintaining appointment calendar for supervisor, making travel arrangements, ordering office supplies, etc.
- Handles inquiries in absence of the Enrollment Officer.
- May be required to attend Citizenship Commission meetings.
- Makes recommendations for improving the services of the Enrollment Department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have computer skills in Office XP. Proficient in online genealogy resources such as Family Search, Seeking Michigan, GENDIS, MI GenWeb, and Ancestry.com.

LANGUAGE SKILLS

Ability to read and interpret Little Traverse Bay Bands Enrollment Statutes, Marriage Statute and other statutes that affect the Enrollment Department. Must have the ability to write routine correspondence. Ability to speak effectively with members, employees, other Tribes and organizations.

OTHER

Must have expert computer skills in Excel including proficiency with database software. Must be able to work occasional weekends or evenings. Presents self to members, in person or on the telephone, in a courteous and friendly manner. Computer knowledge in Abilia and Microix a plus. The ability to decipher the US & Canadian census records from 1790 to 1930. A bonus is able to read Latin baptismal records from 1860 – 1900.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school preferred; or three years related experience and/or training in a Tribal Government operation; or equivalent combination of education and experience. Experience with research techniques preferred.

COMMENTS

Indian preference will apply.