



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Enrollment Clerk
EMPLOYER: Eastern Shoshone Tribe - Enrollment Department
SALARY: \$12.00 per hour
OPENING DATE: February 8, 2018 **CLOSING DATE:** February 22, 2018

QUALIFICATIONS: High School Diploma or equivalent. Must have the ability to answer multiple line phone system, speak diligently over the phone and in greeting the public. Must be cordial to visitors and the public. Must possess strong decision making and computer skills. Must be familiar with filing systems. Must be able to follow oral and written instructions. **Must submit to drug test.**

SUPERVISION: Performs duties under the direct supervision of the Shoshone Enrollment Director.

DESCRIPTION OF DUTIES:

1. Operate Multiple-call telephone and routes calls to the appropriate person or location.
2. Greet vendors, visitors and enrollment applicants in a cordial manner. Route visitors to appropriate department.
3. Maintain pertinent telephone, mail and visitor records.
4. Distributes enrolment applications.
5. Processes identification cards and tribal certifications.
6. Assists in maintaining the filing system of the Shoshone Enrollment Department.
7. Assists with researching enrollment materials as requested.
8. Perform a variety of routine typing and clerical duties.
9. Performs other duties as assigned by the Shoshone Enrollment Officer.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications. **Indian preference applies.**

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.