



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Receptionist/File Clerk
DEPARTMENT: Shoshone Enrollment
SUPERVISION: Shoshone Enrollment Director
SALARY: \$16.00 Per Hour
STATUS: Permanent Full-Time
OPENING DATE: April 8, 2024 **CLOSING DATE:** April 19, 2024

POSITION SUMMARY:

This clerical support position contributes to the efficiency of the Eastern Shoshone Tribal Enrollment Office. Coordinates job duties with Enrollment Director and initiates good judgment, self-initiative and courtesy to provide service to the tribal membership, applicants, departments and the general public. Keeping in line with the Confidentiality Agreement is a must.

DUTIES AND RESPONSIBILITIES:

- Answer all incoming telephones calls and refers appropriate calls to the Enrollment Director and/or Technicians.
- As assigned by Enrollment Director enters vital enrollment records on the electronic software and updating legal changes (upon the receipt of the legal document) as assigned by Enrollment Director.
- Files and maintains enrollment documents on individual tribal members with the contents and sequence of an enrollment file.
- Maintains the official membership data on the electronic software including physical and hard files.
- Assist tribal member with requested documents, enrollment application issues, and informs the applicant of the necessary data to be returned with the application.
- Issues enrollment applications and assists individuals with the checklist of require documents for the application process.
- Follows oral and written directions as assigned by Enrollment Director.
- Assists with verifying supporting documents of the Enrollment Directors enrollment process.
- Researches census records and assists in research of family histories to develop family trees for all tribal members and ancestors.
- Photographs and issues identification cards to enrolled tribal members and tribal

departments.

- Assists the Director with the check issuing process and bookkeeping.
- Performs other duties as assigned by the Enrollment Director to maintain and enhance the operation of the department.

QUALIFICATIONS:

- Must have a high school diploma or GED.
- One (1) year of successful office experience.
- Strong historical genealogy research abilities are **preferred**.
- Must have excellent typing and computer skills.
- Must have excellent customer service skills.
- Knowledge of standard office procedures, filing techniques and operation of office machines.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume“ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@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.
- Applicants who have a current application with supporting documents 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.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.