



Cow Creek Government Office

Position Description

Position Title: Programs Assistant

Department: Administration

Reports To: Executive Administrative Assistant

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Position is responsible for assisting the Executive Admin Assistant to the Board of Directors, in all aspects of Tribal enrollment responsibilities.

ESSENTIAL FUNCTIONS:

- Assist in maintaining all enrollment records including updating accurate member information in Progeny.
- Assist in providing and accepting applications for tribal enrollment.
- Assist in creating and issuing enrollment cards.
- Assist in verification of enrollment certification inquires for all tribal entities.
- Processes enrollment applications and related information in accordance to the Tribal Enrollment Code, Title 10.
- Coordinates DNA testing for enrollment.
- Perform general office duties to support the Executive Admin which include answering phones, stuffing envelopes, generating labels, running reports from Tribal Database, generating labels, filing and copying.
- Enters check requests into the accounting system.
- Attend General Council meetings when needed.
- Participate in special projects as needed.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED required.
- 1-3 years office experience preferred.
- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, word processing/computer experience and knowledge of government program rules/regulations.