**Job Title:** Data Entry/Receptionist  
**Department:** Enrollment  
**Reports to:** Enrollment Officer  
**Salary Range:** $13.80 to $19.32 per hour/ $17,222 to $24,111 Annually  
**Status:** Non-Exempt  
**Level:** A12  
**Terms:** Part Time 24 Hours Per Week  
**Opens:** February 07, 2020  
**Closes:** February 28, 2020

**SUMMARY:** To provide general enrollment services to the LTBB Citizenship. To scan vital records from each generation to the 1910 Durant Roll and link family relationships and to data enter Durant roll numbers and personal information into Progeny ES.

**PRIMARY RESPONSIBILITIES:**
- Data entry and link relationships in Progeny ES.
- Scan birth certificates, social security cards, tree charts, military records, enrollment applications and other pertinent documentation in database.
- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel. Retrieve messages from voice mail and deliver to personnel.
- Welcome on-site visitors with general enrollment services; enrollment application packets; issuance of Tribal Identification cards.
- All other duties as assigned.

**EDUCATION AND EXPERIENCE:**
High school diploma or G.E.D. and one year in a professional office setting required. Must have knowledge of Microsoft Word Processing software.

**KNOWLEDGE, SKILLS AND ABILITIES:**
This position requires the individual to be a people person with a friendly, respectful, and cooperative nature. Must enjoy working with the public and have excellent communication skills. Ability to maintain confidentiality.

**COMMENTS:** Indian preference will apply. Individual must pass a thorough background investigation.