



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-002
JEMEZ HEALTH & HUMAN SERVICES
TRIBAL ENROLLMENT
DATA ENTRY CLERK

Position Title:	Data Entry Clerk	Pay Level:	\$17.09-\$25.63
Position Open Date:	1/28/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Enrollment
Supervisor:	Tribal Enrollment Manager		

POSITION SUMMARY:

Maintains enrollment files for active and deceased members; answers incoming calls and performs general clerical duties to the Tribal Enrollment department.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

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.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED). AND Two (2) years of office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person; agility to perform fitness and cultural activities.

ESSENTIAL FUNCTIONS:

- Maintains database by entering new members and updates tribal members information.
- Prepares data for computer entry by compiling and sorting information.
- Transfers data from hard copy to digital database.
- Organize existing data in a spreadsheet.
- Verify outdated data and make any necessary changes to records.
- Maintains data entry requirements by following the Tribal Enrollment techniques and procedures.
- Purges all files to eliminate duplication.
- Verifies all Tribal Enrollment files by making sure all information is accurate, correcting, deleting, or reentering data.
- Assists in the maintenance of records and compiles all tribal membership and census information including births, deaths, marriages, divorces, relinquishments, naturalization, court orders and paternity documents.
- File documents concerning tribal membership and census.
- Assists in research of family histories to establish proof of age, place of birth, percentage, and tribal affiliations to secure permanent records for use by internal and external agencies.
- Processes family trees requests from tribal members and other departments.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfer calls to voicemail when appropriate personnel are unavailable.
- Welcomes onsite visitors, determines the nature of business, and announces visitors to appropriate personnel. Answers questions about tribal enrollment and provide general information.
- Adheres to HIPAA when working with files with personal information and ensures confidentiality of records.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language preferred.
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing.
- Operation of common office equipment, including computer equipment.
- Policies and procedures related to the unit of which assigned.
- Correct English usage including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Communicating effectively in oral and written forms.
- Computer applications related to assigned duties and activities. Techniques for dealing with a variety of individual from a various socio-economic ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied clerical office assistance to management, supervisory and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Using tact discretion, initiative, and independent judgement with established guidelines.
- Composing correspondence independently of form brief instructions.
- Organizing- an maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024