



## MI'KMAQ NATION POSITION DESCRIPTION

**TITLE:** Tribal Clerk

**CLASSIFICATION:** Regular/Full-Time/Salaried-non-Exempt

**IMMEDIATE SUPERVISOR:** Tribal Chief (Supervised by the Tribal Administrator from April 1 – June 1, during Election Years)

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the work described herein. The description serves interviewers, applicants, and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility for the work described herein. According to the Mi'kmaq's needs, some aspects of this position may change.

**SUMMARY OF POSITION:** Performs the legally required duties of the Tribal Clerk responsible for implementing the membership enrollment system of the Mi'kmaq Nation. The Tribal Clerk will verify enrollment applications for accuracy and completeness and assist with determining membership eligibility. The Clerk will ensure all enrollment applications are processed promptly and uniformly. The Clerk prepares hunting and fishing licenses for eligible tribal members. The Clerk must plan, coordinate, attend, and record the minutes of each Mi'kmaq Nation Tribal Council meeting and Tribal Community meeting.

Additionally, the Clerk will be responsible for the dispersing and filing of minutes accordingly. The employee is responsible for preparing and maintaining official documents, supervising elections, issuing various licenses and permits, recording multiple documents, and preparing reports. Work is performed with considerable independence of action following applicable laws under the general supervision of the Tribal chief. Duties involve interaction with the general public and outside Governmental agencies and departments, requiring excellent customer service skills, diplomacy, and confidentiality.

**EDUCATION (AND EQUIVALENT EXPERIENCE):** Associate's Degree in Secretarial Sciences preferred, or a High School diploma with at least two (2) years experience as an Administrative Assistant.

**LICENSES OR CERTIFICATIONS:** Valid driver's license.

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** Excellent oral and written communication skills, organizational skills, and computer literacy. Familiarity with creating and implementing databases. Ability to work independently and as part of a team. Ability to accept direction and constructive feedback. Knowledge of Mi'kmaq Tribal community values and norms. Ability to treat each individual courteously and respectfully, whether within the political, service, or social realm. Ability to work well in a stressful environment.

## **ESSENTIAL JOB FUNCTIONS**

This position is the point of contact for providing updated written verification of Tribal Enrollment to management, Tribal members, Health Care Providers, Social Services, and other Tribes as requested.

The Clerk assists Tribal Members with Tribal Elections, completion of membership applications, and distribution of hunting and fishing licenses, manages bylaw & election ordinance committee, Tribal and employee ID cards,

The Tribal Clerk attends all Tribal Council meetings to take minutes. Membership Meetings and public outreach events. Demonstrates flexibility to perform at the highest level as a team player

## **FUNCTIONS/TASKS:**

- Develop and maintain accurate and up-to-date census lists of all members of the Mi'kmaq Nation electronically, including and completing files for each tribal enrollee, utilizing appropriate forms, and keeping an efficient filing system following Tribal and Code of Federal Regulation (CFR) guidelines and standards.
- The Clerk will maintain all electronic database systems regarding tribal enrollment and application.
- Issue photo identification cards to Mi'kmaq Nations Tribal Members. As necessary, re-issue identification cards before the expiration date(s).
- Will oversee all membership-related issues according to the membership ordinance.
- Maintains record retention and archival systems are kept securely and efficiently; provides departments, boards, committees, and others access to various public records in electronic or printed form.
- Responsible for maintaining recordkeeping systems that respect statutes and ensure the security of official Tribal records.
- Maintains Tribal Band Card System and enrollment system up to date electronically and in paper form when required.
- Houses all of the Tribal Laws and is the expert of the Laws, including being the Chairperson of the Bylaws Committee, Election Ordinance, and Membership Ordinance Committees.
- Follows proper steps to make changes to Laws such as the Bylaws, Membership Ordinance, and Election Ordinance.
- Administers oath of office to appointed and elected Tribal officials when necessary.
- Assist the Tribal Council in determining criteria guidelines for a membership status with the Mi'kmaq membership committee and uphold these guidelines when processing applications.
- Attend meetings of the Mi'kmaq Nation Tribal Council and Tribal Community to log minutes taken at each meeting and perform other tasks as assigned by the Tribal Administrator, Tribal Chief, and Tribal Council. Attend the Fisheries Committee to discuss lobster and elvers.
- Provide clerical support to the Tribal Administrator, Tribal Chief, and Tribal Council.
- Develop a relationship between marine resources and the state of Maine.
- Issue annual State of Maine Hunting and Fishing licenses to eligible tribal members.
- Maintains all Hunting/Fishing records, confirms the eligibility of Tribal members, and required hunter safety

courses are completed.

- Issue Commercial Fishing Licenses, such as Lobster, Crab, Scallop, etc., to Tribal members that meet all eligibility requirements.
- Responsible for sending reports to the Department of Marine Resources and abiding by all State of Maine Laws for Commercial Fisheries.
- Responsible for maintaining the Fisheries Management Plan and updating it, when necessary, as well as the applications for Commercial Fishing.
- Responsible for ordering Commercial Fishing licenses and maintaining Tags for the Elvers License.
- Submits required reports to the Maine Department of Inland Fisheries and Wildlife, including reporting to through the following: MOSES & DMR.
- Maintain strict adherence to the Privacy Act of 1974.
- Review and abide by the Mi'kmaq Nation Personnel and Fiscal Policies.
- The Clerk will attend all required training and assigned meetings.
- The Clerk reports to work, meetings, training, and scheduled appointments on time.
- Assist with locating meeting minutes, motions, and resolutions.
- Provide verification letters to the appropriate organization for our Tribal members to get assistance, such as College, Healthcare, City Hall (Wabanaki Plates), Government (for Eagle Feathers), and other in-house departments.
- Provides help and support to outside contractors to set up Community meetings and hearings.
- All other duties as assigned.

### **Enrollment Requirements**

- The Tribal Clerk is the central point of contact for gathering, updating, and maintaining Tribal Member applications and documents.
- The process includes collecting applications for tribal enrollment requests;
- Provides verified tribal enrollment applications to the Tribal Enrollment Committee for enrollment meetings and provides information on enrollment requirements to assist with verification;
- Additional enrollment duties require the Clerk to keep a record of updated Tribal Enrollment information, including but not limited to name changes, deaths, enrollment, address changes, and removal from rolls.
- Monitors records by auditing Tribal Member enrollment records and report results.
- As appropriate, support and assist tribal-member applicants and tribal members within the Mi'kmaq Community.
- Provide intake for tribal-enrollment applicants.
- Helps assist any Tribal member with application and band card for Canada.
- Assist with ICWA on Tribal Enrollment.

### **Election Responsibilities**

- The Clerk will present to the Tribal Council the annual election timelines following election procedures:
- Preserves all election certificates, petitions, registers, voted ballots, and nominating petitions according to established rules.
- Assists with compiling the annual census and resident listing, certification of petitions and nomination papers, absentee voting, campaign and political finance information, and holding of recounts for elective offices or ballot questions.
- Responsible for the Tribal Election process.

- The Clerk performs the duties of Registrar of Voters, including supervision of the voter registration information system.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by their immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to complete each task proficiently." Ability" means to have and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

**The Closing date for the position is DECEMBER 1<sup>st</sup>, 2023.** If you are interested in applying for this position, you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated *that you have obtained in your application, along with a cover letter and a resume, three professional references from current or past employers (within three years)*. A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call Cheryl Smart at 764-1972 to have an application mailed. An offer of employment will only be made with successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

Attn: Human Resource Assistant Cheryl Smart  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and service provider.*