

## **THE AROOSTOOK BAND OF MCMACS POSITION DESCRIPTION**

**TITLE:** Tribal Clerk

**CLASSIFICATION:** Regular/Full-Time/Salaried-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 is meant to serve 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. Some aspects of this position may change over time, according to the ABM's needs.

**SUMMARY OF POSITION:** The Tribal Clerk shall be responsible for implementing the membership enrollment system of the Aroostook Band of Micmacs (ABM) Tribal Council. The incumbent will ensure all applications for enrollment, are verified for accuracy and completeness, and assists with determining membership eligibility. The incumbent will ensure all enrollment applications are processed in a timely and uniform manner. The incumbent prepares hunting and fishing licenses for eligible tribal members. The incumbent is required to plan, coordinate, attend, and record the minutes of, each ABM Tribal Council meeting and Tribal Community meeting. Additionally, the incumbent will be responsible for the dispersing and filing of minutes accordingly.

**EDUCATION ( AND EQUIVALENT EXPERIENCE ):** Associate's Degree in Secretarial Sciences preferred, or High School diploma with a minimum of two (2) year's experience as 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 Tribal community values and norms. Ability to treat each individual whether within the political, service, or social realm, in a courteous and respectful manner. Ability to work well in stressful environment.

**WORKING CONDITIONS:** Regular office environment. May be required to do some travel both local and/or out-of-area, to perform job responsibilities and fulfill assigned trainings. Incumbent is required to attend Tribal Council and Tribal Community meetings on a regular basis.

## **FUNCTIONS/TASKS :**

1. Maintain accurate census lists of all members of the ABM.
2. Will oversee all membership related issues according to the membership ordinance.
3. Assist the Tribal Council in determining criteria guidelines for membership status with the ABM, and uphold these guidelines when processing applications.
4. Provide intake for tribal-enrollment applicants.
5. As appropriate, provide support and assistance to tribal-member applicants and tribal members within the Micmac Community.
6. Provide documentation of tribal enrollment status to tribal programs and outside institutions which may require verification for educational scholarships and/or other benefits.
7. Attend meetings of the ABM Tribal Council and/or Tribal Community in order to log minutes taken at each meeting, and to perform other tasks as assigned by the Tribal Administrator, Tribal Chief and/or Tribal Council.
8. Provide clerical support to the Tribal Administrator, Tribal Chief, and/or Tribal Council.
9. Issue photo identification cards to ABM Tribal Members. As necessary, re-issues identification cards prior to expiration date(s).
10. Issue annual State of Maine Hunting and Fishing licenses to eligible tribal members.
11. Develop and maintain accurate, current and complete files for each tribal enrollee, utilizing appropriate forms, and maintains efficient filing system in accordance with Tribal and Code of Federal Regulation (CFR) guidelines and standards.
12. Maintain strict adherence to the Privacy Act of 1974.
13. Review and abide by the ABM Personnel and Fiscal Policies.
14. Attends all required trainings and assigned meetings.
15. Reports to work, meetings, trainings, and scheduled appointments on time.
16. Provide assistance with locating meeting-minutes, motions, and resolutions.
17. Maintains Tribal Website and Community Facebook page by adding members and posting and updating both the Website and Facebook page.
18. Maintains Tribal Band Card System and provides maintenance to system when needed.



19. 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.
20. Follows proper steps set forth to make changes to such Laws such as the Bylaws, Membership Ordinance, and Election Ordinance.
21. Provides help and support to outside contractors to set-up Community meeting and hearings.
22. Submits reports to Maine Department of Inland Fisheries and Wildlife.
23. Responsible for the Tribal Election process.
24. Maintains all Hunting/Fishing records, and confirms eligibility of Tribal members such as a Hunters Safety Course has been taken in order to issue firearms for hunting.
25. Issue Commercial Fishing Licenses such as Lobster, Crab, Scallop, etc., to Tribal members that meet all eligibility requirements.
26. Responsible for sending report to Department of Marine Resources and abiding by all State of Maine Laws set forth for Commercial Fisheries.
27. Responsible for maintaining the Fisheries Management Plan and updating it when necessary as well as the applications for Commercial Fishing.
28. Responsible for ordering Commercial Fishing licenses and maintaining Tags for the Elvers License.
29. Responsible for transcribing all minutes from Tribal Council meetings, and Community Meetings.
30. Provides verification letters to 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.
31. Provide assistance with ICWA on Tribal Enrollment.
32. Helps assist any Tribal member with application and band card for Canada.
33. All other duties as assigned.

**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 his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or 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 perform each task proficiently. "Ability" means to possess 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 health and safety of themselves or others.

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 stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 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 our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: February 10<sup>th</sup> , 2024**

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

**Attn: Human Resource**

**Mi'kmaq Nation**

**7 Northern Road Presque Isle, Me. 04769**

**[mcarlos@micmac-nsn.gov](mailto:mcarlos@micmac-nsn.gov)**

**Only individuals who have proof of full COVID-19 vaccination will be consider for hire.**

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**