



*Pride of the Ojibwe*  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

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## Job Description

# LCO Enrollment Clerk

Posting Date: February 1, 2024  
Closing Date: Open Until Filled  
Salary: D.O.Q.  
Department: Enrollment  
Reports to: Enrollment Director

### Job Summary:

The LCO Enrollment Clerk has the ability to receive and process all information pertaining to the functions of the Enrollment Department in a confidential manner. These duties include processing enrollment applications, issuing IDs, processing enrollment verification forms, maintaining family history records and information, interacting with the public in a professional manner, and researching information.

### Qualifications:

- Minimum of 18 years of age. Tribal Preference applies.
- High School Diploma or equivalent.
- Must have experience with computers including the use of word and spreadsheet processing programs, including an ability to use search tools to locate information.
- Must have experience with researching records and documents.
- Must be able to use email and video communication methods such as Zoom.
- Must have a minimum proficiency in keyboarding.
- Must possess reliable transportation.
- Must be able to effectively communicate both verbally and in writing.
- Must be able to maintain confidentiality and sign a Confidentiality Statement upon hiring.
- Must possess the ability to assume responsibility, work independently, and follow instruction from the Enrollment Director.
- Must be able to pass a pre-employment drug screen.

**LCO Tribal Government  
Human Resource Dept  
Enrollment Clerk**

- Must be able to pass a background check.

**Duties and Responsibilities:**

- Assist in the research, preparation, and processing of enrollment applications.
- Maintain accurate and up-to-date status information for the membership.
- Scan individual file information into the Progeny system.
- Provide verification/certification forms to Tribal and non-Tribal entities.
- Issue Tribal Identification cards.
- Maintain, update, and file office records.
- Be knowledgeable of the policies and procedures regarding the Membership Ordinance, and Constitution & By-laws as they apply to membership.
- Perform related duties as directed by the Enrollment Director.

**APPLICATION PROCEDURE:**

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, resume and at least **three (3) letters of reference**. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)

***Tribal preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***