



White Earth Reservation Tribal Council

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CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Vocational Rehab. Administrative Assistant

Location: Naytahwaush

Pay: \$14.33/hr

Benefits: depend on status

Open: 04-17-17

Close: 04-28-17

Status: Part-Time

The White Earth RTC Vocational Rehabilitation is seeking a qualified candidate to provide support to the Vocational Rehabilitation department in order to maximize efficiency through organization and completion of administrative projects and issues.

Position Outcome:

Greets all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient services and accurate information to present a professional image of the White Earth RTC.

- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Processes all incoming and outgoing mail.
- Provides clerical support to promote office efficiency by relieving the staff of administrative detail.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services department.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or 10-key adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications include:

- Associates degree in administrative support or Administrative Assistance certification or High School Diploma/GED and one (1) year direct administrative experience.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com

EEO with Native Preference
A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed