



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

CHAIRWOMAN

Erma J. Vizenor

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Kenneth Bevins

White Earth Reservation Tribal Council

Job Announcement

Position: Administrative Assistant

Open: 04-17-17

Location: White Earth

Close: 04-21-17

Pay: \$14.33/hr

Benefits: Full

Status: Full Time

The White Earth Land office is seeking a qualified candidate to be responsible for drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information and performing routine clerical and administrative functions.

- Assists Director/management personnel with daily duties and provides administrative and clerical support to promote office efficiency.
- Greets all visitors and clients in a welcoming manner and provides efficient services and accurate information and maintains general, and client files.
- Performs word processing to provide timely, accurate and professional looking documents and materials to promote office efficiency by relieving the staff of administrative detail.
- Records transactions in accordance with organizational policies and procedures to process invoices and payments.
- Communicates with internal and external sources to ensure that the program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of the White Earth reservation demographics, culture history and lifestyles.
- Ability to communicate effectively both orally and in writing.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Land department.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to write reports, business correspondence, and /or procedure manuals.
- Skilled in the operation of office equipment, including personal computers such as Microsoft Word, Excel, PowerPoint and Outlook.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications:

- High School diploma or GED and one (1) year or more direct experience providing administrative support. OR
- One-year certificate from college or technical school and one (1) or more year's direct experience providing administrative support; or an equivalent combination of related education and experience.
- Valid driver's license and insurance for travel between sites and other business related destinations.
- 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: www.whiteearth.com

EEO with Native American Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.
Background Checks performed*