



White Earth Reservation Tribal Council

P.O. Box 418

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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: Network PC Specialist – 2 Positions

Location: White Earth RTC

Pay: \$17.31/hr.

Benefits: Full

Open: 05-15-17

Close: 05-19-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for continuity of computer system services for computer users by providing the technical expertise, assistance, and project coordination necessary to install computer software products, modify and repair hardware and resolve technical problems.

- Will be responsible to successfully build computers for other departments, load software to verify that all internal parts work with each other.
- Work with other departments in making the proper decision for their department computer needs.
- Ability to answer end user's questions as to the software they are using, and help resolves issues with said software.
- Install and perform major repairs to hardware and peripheral equipment following manufactures standards.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to apply and follow the White Earth Reservation Tribal Council and the IT department policies and procedures.
- Knowledge in creating custom PC system configurations and builds to ensure software and network compatibility.
- Knowledge of troubleshooting workstation issues with users in person, on the telephone, or through remote desktop connections.
- Knowledge of the working of a Microsoft Exchange Server and the setting up of user accounts.
- Ability to maintain regular attendance and on-time arrival to work as scheduled.
- Ability to navigate Microsoft Exchange to set up end users.
- Working Knowledge of Windows XP, Windows 7 and Windows 8 in a domain environment.
- Knowledge and familiarity with TCP/IP networking.
- Ability to work independently and in a team setting.
- Skilled in organizing and prioritizing of work, and following assignments to completion.
- Skilled in both written and verbal communication.
- Ability to effectively handle and prioritize tasks, frequent interruptions, and details with accuracy.
- Ability to resolve basic service recovery issues and understand when to escalate to the next level.
- Ability to convey subject matter clearly and engagingly.
- Knowledge of and adherence to company policies and protocols.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint and Outlook).

Qualifications:

- **High School Diploma or GED and 5 years' experience in a PC support role.**
- **CompTIA A+ Certification**
- **Must have Microsoft Office Suite experience.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**
- **Must pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: 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.