



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
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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: Administrative Assistant LL
Location: Cass Lake, MN.
Pay: \$14.33/hr
Benefits: depend on status
Open: 11-13-17
Close: 11-24-17
Status: Part-Time

The White Earth RTC is seeking a qualified candidate who will be responsible for greeting and assisting visitors to the White Earth Liaison Offices in answering phone calls and performing clerical functions as well as providing administrative support through effective organization and completion of administrative projects.

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 Human Services office.

- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Takes messages as needed for staff.
- Assist walk-in visitors, making a positive first impression.
- Provides administrative and clerical support to promote office efficiency by relieving the staff of administrative detail.
- Logs and distributes incoming mail to appropriate staff.
- Distributes internal communications to staff.

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:

- High School Diploma or GED and one (1) year experience providing administrative support.
- Prefer Associates degree in administrative support.
- Must be able to pass a background check and drug screening.
- Must have a valid MN Driver's license and insurance.

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

Download applications at: www.whiteearth.com