



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: Admin Assistant – MAT Program

Location: Minneapolis

Pay: \$15.57/hr

Open: 07-10-17

Close: 07-21-17

Status: Full time

Benefits: Full

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing administrative support the UMAT staff in order to maximize their efficiency through effective organization and completion of administrative assistant projects and issues.

- Performs word processing to provide timely accurate and professional looking documents and materials.
- Greet all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient services and accurate information.
- Provides administrative and clerical support to promote office efficiency by relieving the staff of administrative detail when needed.
- Records transactions in accordance with organizational policies and procedures to process invoices and payments.
- Delivers/picks up for the White Earth MAT Program mail to or from U.S. Post Office and miscellaneous items to and from local businesses in order to meet program needs.
- Prepares memos, letters and other confidential documents.
- Prepares, tracks accounts payable and client allowances. Distributes clients allowance biweekly.
- Track inventory and order office supplies as needed.
- Attends all meetings, takes the minutes, distributes and maintains the minutes.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth MAT Program and the White Earth Tribal Council.
- Ability to work cooperatively with staff to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Ability to write reports, business correspondence and billing.
- Skilled in the operations of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- **High School diploma or GED and six (6) months of clerical/office experience.**
- **Valid Driver's License and insurance for travel between sites and other business related destinations.**
- **Must be free of chemical use problems for at least two (2) years immediately preceding hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.**
- **Must be able to 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
Background Checks Performed