



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

## White Earth Reservation Tribal Council Job Announcement

### CHAIRMAN

Terrance "Terry" Tibbetts

### SECRETARY-TREASURER

Tara Mason

### DISTRICT I

Steven "Punky" Clark

### DISTRICT II

Kathy Goodwin

### DISTRICT III

Eugene "Umsy" Tibbetts

**Position:** Network PC Specialist

**Location:** White Earth RTC

**Pay:** \$17.31/hr.

**Benefits:** Full

**Open:** 11-13-17

**Close:** 11-17-17

**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 for computer systems assembly, computer and accessories deployment, and software installations to local and remote locations.
- Ability to answer end user's questions in person, through email, or via telephone to diagnose and resolve hardware, software and network issues.
- Install and perform major repairs to hardware and peripheral equipment following manufacture's standards.
- Install hardware for network connectivity such as Cat5/Cat6 cable and Point-to-Point wireless devices.
- Travel to remote locations on and off the White Earth Reservation to perform service and support.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to apply White Earth Reservation Tribal Council and the IT department policies and procedures.
- Knowledge of troubleshooting workstation issues with users in person, on the telephone, or through remote desktop connections.
- Strong understanding of Microsoft Windows Operating Systems and Microsoft Office 2013/2016/365.
- Skill and experience in creating and presenting both written and verbal material.
- 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.

### Qualifications:

- **High School Diploma or GED and 2 years' experience in a PC support position.**
- **CompTIA A+ Certification or the ability to obtain certification within 6 months.**
- **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](http://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*