



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646 HR

Fax (218) 983-4343 HR

CHAIRWOMAN

Erma J. Vizenor

SECRETARY-TREASURER

Robert Durant

DISTRICT I

Irene Auginaush

DISTRICT II

Terrance Tibbetts

DISTRICT III

Kenneth Bevins

White Earth Reservation Tribal Council JOB ANNOUNCEMENT

Title: Realty Technician WELSA

Open: 02-20-12

Location: White Earth

Close: 03-02-12

Pay: \$13.79

Benefits: Full

Status: Full Time

Duties: The White Earth Land Office is seeking applicants to be responsible for accumulating the packets to place land in the Fee to trust process with the BIA.

- Searches tract books, and recorder rolls to compile lists of transactions pertaining to property.
- Assists in the preparation of land related documents on leases, land assignments, permits, easements, including tribal resolutions authorizing these actions on Indian Trust Land.
- Performs word processing to provide timely accurate and professional looking documents and materials.
- Creates and completes reports and files to comply with required agencies (internal and external).
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Performs word processing to provide timely accurate and professional looking documents and materials.

Knowledge, Skills & Ability:

- Knowledge of and the ability to follow the policies and procedures of the White Earth Tribal Council and the Natural Resources Department.
- Knowledge of leasing, deeds, easement grants, service line agreements and probates.
- Knowledge of real estate principles and practices.
- Knowledge of tribal government, Bureau of Indian Affairs policy, regulations and statute and knowledge of public land records.
- Knowledge of maps, land descriptions and land use.
- Skill in good human relations to work with various agencies and tribal departments.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to read, analyze and interpret professional journals, technical procedures and governmental regulations.
- Ability to write reports, maintain records, calculate figures, and read plat maps

Qualifications:

- High School diploma or GED and one (1) year experience in Real Estate appraisal, sales or related field; or equivalent combination of education and experience.
- Valid MN driver's license and insurance for travel between sites and other business related destinations.
- Able to pass a satisfactory background check for entry into Federal Facilities.

Send applications to: White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: 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*