



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

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## Job Announcement

**Position: Administrative Assistant (Dist. 1)**

**Location: Rice Lake**

**Pay: \$14.33/hr**

**Benefits: Full**

**Open: 08-06-18**

**Close: 08-17-18**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing administrative support as well as assisting visitors and callers for the District Representative.

- Greeting visitors/clients.
- Listens to and responds to visitor and client concerns to maintain a high level of satisfaction.
- Provide clerical support to the District Rep. and administration to promote efficiency by relieving them of administrative detail.
- Organize and maintains file system to ensure documents are maintained as needed.
- 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 Tribal Council.
- Knowledge of the structure and reporting relationships within the White Earth Reservation Business Committee organization.
- Ability to communicate effectively, both orally and in writing.
- Skilled in operation of office equipment, including: copiers, fax machines, and/or 10-key adding machines.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

### **Qualifications:**

- **High School Diploma or GED and one (1) year or more direct experience providing administrative support.**
- **Must be able to pass a criminal background check and drug screening.**
- **Valid driver's license and insurance for travel between sites.**

### **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.*