



White Earth Reservation Business Committee

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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 Asst. Financial Services

Open: 05-14-18

Location: Bagley, MN

Close: 05-25-18

Pay: \$14.33/hr

Benefits: Full

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for greeting and assisting clients to the White Earth Financial Services offices in answering phone calls, and performing clerical functions as well as providing administrative support through effective organization and completion of administrative projects.

- Greets all visitors and clients in a welcoming manner and answers incoming calls, while providing efficient services and accurate information to present a professional image of the White Earth Human Services Offices.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Provides administrative and clerical support to promote office efficiency by relieving staff of administrative detail.
- Performs word processing, and maintains office supply.
- Performs other duties and responsibilities as required or assigned.

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 Financial Human Services department.
- Knowledge of the White Earth Reservation demographics, culture, history, and other cultures and lifestyles.
- Knowledge of administration and clerical procedures, managing files and records and other office procedures and terminology.
- Ability to maintain confidentiality.
- Skilled in the use of office equipment, including: copiers, fax machines and calculator.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications Required:

- **High School Diploma or GED and one (1) year experience providing administrative support.**
- **Prefer Associates degree in administrative support.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **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 Work place - Tests for alcohol and illegal drug use may be required prior to and during employment
Background checks performed