



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

Job Announcement

Position: Enrollment Data Entry Clerk

Location: White Earth

Pay: \$15.57/hr.

Open: 12-03-18

Close: 12-14-18

Status: Full Time

Benefits: Full

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for supporting the Enrollment Coordinator and is responsible for creating and maintaining enrollee files in compliance with the Enrollment Policy and Procedures and the Minnesota Chippewa Tribe Enrollment Ordinance. This support will assist the Enrollment Department to maximize efficiency and processes.

Position Outcomes:

- Provides assistance with the filing system of member files.
- Creates files for new enrollees/descendants.
- Adheres to strict confidentiality.
- Assists the public in answering questions and explaining processes required for tribal enrollment.
- Provide administrative support to enrollment staff to promote efficiency.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Maintains good rapport with internal staff, organization employees and external sources including local, state, federal and tribal representatives.
- Background reference calling.
- 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 Reservation Tribal Council and the Enrollment department.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of personal computer, including related software such as Microsoft Office (word, excel, power point).
- Ability to calculate figures and amounts such as discounts, interests and percentages.
- Ability to communicate effectively and professionally, both orally and in writing.

Qualifications:

- High School Diploma or GED, and a minimum 1-year experience in an office setting.
- Minimum of 1-year experience in genealogy, research and/or tribal membership preferred.
- 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

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.