



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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**CHAIRMAN**  
Terrence 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: Realty Technician**

**Location: White Earth**

**Pay: \$15.57/hr**

**Benefits: Full**

**Open: 05-14-18**

**Close: 05-25-18**

**Status: Full-Time**

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to provide support to Realty Department which includes; data entry input, project/program tracking, compilation and analysis, and status reporting, associated with the completion of various tasks directly related to the Realty but not limited to administering leases, Right of Ways, Assignments, fee to trust conveyances, coordinating and executing land related actions with clients and other tribal programs.

### Position outcomes:

- Performs duties outlined in work plan and as assigned by Land Manager.
- Administration, maintenance and improvements on leased, assigned and other tribally owned properties.
- Creates and compotes reports, manage filing system to ensure compliance to Federal and Tribal regulations both internal and external.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- 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.
- Knowledge of Tribal land, plus related natural resource department.
- Knowledge of land usage in maintaining economic, recreational, sustenance and traditional use of tribal land.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

### Qualifications:

- **High School Diploma or GED and one (1) year experience in college or technical training in land use planning, real estate appraisal, real estate management, sales or related field; or equivalent combination of education and experience. Previous background and experience in tribal or BIA realty fields will be considered.**
- **Able to pass a satisfactory background check for entry into Federal Facilities and to access and implement TAAMS.**
- **Strong work ethic and ability to be flexible and multi-task.**
- **Results oriented, customer service focused, and have the ability to deal with conflict.**
- **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.*