



# WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Eugene "Umsy" Tibbetts SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin

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## Job Announcement

**Position:** Transit Dispatcher Assistant

**Location:** White Earth

**Pay:** \$15.57/hr.

**Benefits:** Depending on status

**Open:** 04-15-19

**Close:** 04-19-19

**Status:** Part Time

**The White Earth Reservation Business Committee is seeking a qualified candidate to perform dispatch services for the White Earth Reservation public transit department.**

- Listens to and responds to all calls received to ensure proper communication.
- Assists the Management personnel.
- Prepares correspondence and statistical, financial, and activity data for required report procedures.
- Performs other duties and responsibilities as required or assigned.
- Work shifts as assigned within a 24 hour day which may include weekends and holidays.

### **Knowledge, Skills & Abilities:**

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal council and the Transportation Department.
- Ability to add, subtract, multiply or divide quickly and correctly.
- Skilled in the use of spreadsheets and database software.
- Ability to perform detailed work with speed and accuracy.
- Knowledge of general record keeping and filing system.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Skill in the operation of office equipment, including: copiers and fax machines.

### **Qualifications:**

- High school diploma or GED and 2 years of post high school training/education or related field, or equivalent combination of education and experience.
- Must complete First Aid and CPR.
- Must have a Commercial Driver's License (Class C) with a passenger endorsement. Or obtain one within the new hire probationary period. A DOT physical is also required, as is proof of a safe driving record. The DOT physical is required every two years and a copy of the driving record is required annually. Must pass a DOT pre-employment medical examination.
- Must be able to attain Certifications for Transit, State, and Federal driver compliance Safety and Training as outlined in the Driver Education Program.
- Valid MN Driver's License and Insurance for travel between sites and other business related destinations.

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.*