



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin DISTRICT III Laura Lee Erickson

Job Announcement

Position: DMV Licensing Manager

Location: White Earth

Pay: \$26.23/hr.

Benefits: Full

Open: 2/10/2025

Close: 2/21/2025

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for examining, evaluating, and investigating eligibility for, conformity with, or liability under licenses and permits. Able to work with outside agencies.

- Managing White Earth Tribal Council Division of Motor Vehicles
- Deputy Registrar Agreement with the State of Minnesota Public Safety and Tamarac State Agreement
- Work with White Earth Enrollment to meet standards of tribal enrollments
- Direct staff to ensure program objectives are met daily
- Process White Earth Tribal IDs, harvest permits, MN state driver's licenses, etc.
- Transfer State and Tribal titles
- Evaluate all applications, records, and documents for accuracy
- Monitor all departmental agency updates
- Yearly/monthly budget reports, to ensure all are accurate for audit purposes
- Prepare reports of activities, evaluations, recommendations, and decisions
- Conduct inventory and purchases for all plates, stickers, permits, applications, and materials needed for the department.
- Attend meetings 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 and the Public Safety Division.
- Knowledge of state and federal laws and regulations, executive orders, agency rules, and all processes.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of accounting for department expenditures.
- Skilled in the operation of office equipment, including copiers, fax machines, calculator.
- Cash handling skills, basic mathematical skills, and grammar skills.
- Skilled in customer service and the ability to interact with customers with tact and diplomacy.
- Knowledge of the Motor Vehicle and Conservation Codes.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council, State of Minnesota Public Safety, and Tamarac Agreements.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Must be able to life up to 50 pounds.

Qualifications:

- **High school diploma or GED and four (4) year of more experience working in an office setting**
- **Valid Driver's License and insurance for travel between sites and other business-related activities.**
- **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 Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.