



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Job Announcement

Position: Administrative Assistant Level 1-Human Services

Location: RSS - Urban

Pay: \$20.42/hr.

Benefits: Full

Open: 0822/24

Close: 09/23/24

Status: FT/30 hrs

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the initial contact for all employees, visitors, and clients to the respective Human Services Department and all WERBC Divisional/Departmental offices. This initial contact included greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support to the department to ensure efficient operations.

- Greets all clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.
- Listens to and responds to visitor and client concerns or inquiries to maintain a high level of departmental satisfaction.
- Performs administrative and clerical support tasks.
- Distributes internal communications to staff.
- Performs basic filing and recordkeeping.
- Performs advanced level clerical duties.
- Performs supervisory responsibilities, may train newly hired staff.
- Facilitates the efficient operation of day-to-day functions including working with Urban Liaison to ensure that client and office needs are met and will report to the Urban Liaison outcomes of the Urban Office clientele.
- 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 Human Services Department.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of office equipment, including copiers, fax machines, and calculator.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Excellent organizational skills and attention to detail.
- Skilled in managing time effectively and managing multiple tasks at any one time.
- Skilled in developing positive rapport and professional work relationships with employees, visitors, and clients.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to organize including arranging calendars, schedules, prioritize situations, events, and people.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- High School diploma or general education degree (GED required); AA Degree preferred.
- At least two (2) years of administrative duties in a related role/position.
- Valid Driver's License and insurance for travel between sites and other business-related destinations.
- 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.