



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 II Surveillance

Location: Mahnomen

Pay: \$22.51/hr

Benefits: Full

Open: 04-06-26

Close: 04-17-26

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing initial contact for all employees, visitors, and clients while delivering comprehensive clerical and administrative support to the Surveillance Department. This role ensures efficient office operations, supports Surveillance Management, and maintains compliance with the White Earth Reservation, Shooting Star Casino, White Earth Cannabis Control, and White Earth Gaming Commission standards, policies, and procedures.

Position Outcomes:

Front Desk & Customer Service / Assisting Surveillance Personnel

- Greets visitors, clients, and employees in a welcoming and professional manner.
- Listens and responds to inquiries, resolving concerns or directing individuals appropriately.
- Determines the purpose of visits and directs or escorts individuals as needed.
- Answers, screens, and directs incoming calls; takes and relays messages for follow-up.
- Responds to routine information requests.
- Maintains professionalism and ensures the department is represented positively.
- Observes and reports suspicious activity within White Earth properties.

Administrative & Clerical Support

- Performs advanced and routine clerical duties to support departmental operations.
- Schedules meetings, appointments, travel, and maintains calendars.
- Prepares meeting agendas, records, and distributes minutes.
- Creates, updates, revises, and distributes forms and documents.
- Proofreads documents/reports for accuracy, grammar, and formatting.
- Assists management with reports, analytics, and monthly data tracking.
- Maintains office systems to track budgetary spending and department needs.
- Supports Surveillance staff with scheduling, reporting, and project tracking.

Surveillance-Specific Support

- Processes and fulfills requests for video footage and reports.
- Releases video and reports when authorized.
- Maintains Surveillance reporting systems, databases, and shared drives (e.g., Econnect, Laserfisk).
- Updates and maintains exclusion profiles and departmental data systems.
- Assists management with maintaining and updating Surveillance software.
- Supports Surveillance technicians by tracking current and upcoming projects.

Filing, Records & Compliance

- Performs filing, recordkeeping, and document retention in accordance with procedures.
- Creates and maintains physical and electronic filing systems.
- Transfers and archives outdated files per policy.
- Maintains documentation for internal audits and regulatory compliance.
- Conducts internal audit reviews to ensure readiness for NIGC and Compliance Department.
- Maintains Standard Operating Procedures and recommends updates as needed.
- Ensures all records meet regulatory requirements and confidentiality standards.

Office Operations & Supplies

- Orders, receives, tracks, and distributes office supplies and equipment.
- Maintains supply inventory and reorders as needed.
- Logs incoming deliveries and ensures proper distribution.

- Coordinates maintenance of office equipment.

Communication & Coordination

- Communicates effectively with internal and external stakeholders.
- Maintains strong working relationships with staff, management, and regulatory agencies.
- Distributes internal communications and daily updates.
- Reviews reports and logs to support departmental communication.
- Ensures strict confidentiality of all sensitive information.

Supervisory Responsibilities

- May assist in training newly hired clerical staff.
- Provides guidance and feedback to entry-level administrative staff as needed.

Other Duties

- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities

- Knowledge of administrative and clerical procedures and systems.
- Knowledge of Surveillance systems, video equipment, and reporting software.
- Knowledge of applicable regulations including IGRA, MICS, TICS, Tribal/State Gaming Compacts, and White Earth Cannabis Control regulations.
- Knowledge of White Earth Reservation demographics, culture, and community.
- Knowledge of and skill in using a personal computer and related software such as Microsoft office
- Knowledge of and ability to follow and apply policies and procedures.
- Knowledge of surveillance video equipment
- Knowledge of and ability to apply commonly accepted rules of grammar, spelling and punctuation in written communication to develop management reports and summaries.
- Knowledge of White Earth Cannabis Control regulations.
- Knowledge of Indian Gaming Regulatory Act (IGRA), Minimum Internal Controls Standards (MICS). Tribal Internal Control Standards (TICS).
- Knowledge of Minnesota/Tribal Gaming Compacts.
- Ability to organize including arranging calendars, schedules, prioritize situations, events, and people.
- Ability to effectively communicate through various forms such as e-mail, written documents and telephone.
- Ability to research and analyze various types of data.
- Ability to keep an up-to-date budget.
- Ability to communicate effectively, both orally and in writing.
- Ability to convey information effectively verbally and/or in writing as appropriate.
- Ability to organize and prioritize work.
- Ability to concentrate on a task for a period of time without being distracted.
- Ability to apply rules and combine information to reach an appropriate conclusion.
- Ability to understand basic mathematic functions and applications.
- Ability to frequently use hand and finger motions to perform work duties.
- Ability to communicate effectively with Casino employees, Gaming Commission staff, White Earth Cannabis Commission and Casino management in both written and verbal form.
- Skilled in operation of office equipment, including copiers, fax machines, and calculators.
- 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.
- Skilled in managing time effectively and managing multiple tasks at any one time
- Excellent organizational skills and attention to detail.
- Strong organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Ability to maintain confidentiality and professionalism.
- Ability to analyze data and prepare reports and summaries.
- Ability to work independently and collaboratively.
- Ability to read, write, and comprehend instructions and correspondence.
- Ability to effectively present information in one-on-one or small group settings.

- Basic math and budgeting skills.

Qualifications:

- High School Diploma or GED equivalent required, AA degree required and
- At least 4 years of administrative duties in a related position/role or clerical experience; surveillance experience required.
- Valid Driver's License and insurance for travel between sites and other business destinations.
- Must meet licensing requirements per Tribal/State Gaming Compact.
- Must be able to pass a 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.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343