WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Background Technician
Location: Mahnomen
Pay: $21.44/hr
Benefits: Full
Open: 09-14-26
Close: 09-25-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for administering the collection, review of background studies to ensure compliance for employment and pre-employment practices for safety sensitive, non-safety sensitive positions for the White Earth Reservation Tribal Council, its Entities, Shooting Star Casino within the WE Reservation.

Position Outcomes:

Administers the Background studies to ensure applicants/employees meet the job requirements for Level I, II & III positions and completes and process in accordance with established procedures according to Indian Gaming Regulatory Act (IGRA) and NIGC.

- Collecting background data from applicant, employee or contractor, reviewing completed forms for accuracy
- Initiate the preliminary pre-employment background check
- Conduct background study/investigation of individuals, search databases, credit reports (when applicable) and public records/legal filings, other resources to compile information for investigations, such as establishment officials.
- Conducts employment reference checks
- Conducts personal reference checks
- Conduct status checks for driver's licenses with Department of Motor Vehicle
- Collect and process fingerprints for Federal Checks
- Is responsible for reviewing, collecting or gathering information from Tribal, Local, State or Federal Court system as needed
- Review, process and Adjudicate background study findings and summarizing findings and provide recommendation based on policy & compliance with (IGRA)-National Indian Gaming Commission (NIGC)
- Perform due process, interview applicant, collection of documents to support the findings to mitigate background
- Maintains background study files
- Ensure compliance with applicable laws

Maintain and provide identification badges for employees.

- Assigns Gaming license number and sticker

Creates and completes reports.

- Ensure accurate and complete information is contained in reports, for both WE Tribal Council & WE Gaming Commission Monthly reports

Maintains Monthly License & Renewal Program:

- For all Shooting Star Casino Employees & applicable WE Departments
- Ensures accurate and complete information is contained in reports

Ensures the strictest of confidentiality is always maintained

Proofreads all work for accuracy of spelling. Composes correspondence with minimal direction

Performs word processing to provide timely, accurate and professional documents and materials

Other Duties

- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities

- Knowledge of relevant equipment, Specialized principles and procedures for background administration and personnel information systems and strategies to protect assets of White Earth
- Knowledge of employment laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and tribal ordinances.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Human Resources Department, the White Earth Tribal Council and Tribal-State Compact and future problem-solving and decision-making.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to understand the general HR function, and Gaming Ordinance for both current and future problem-solving and decision-making.
- Skilled in ability to convey & communicate information effectively in both writing & speaking, and skilled in awareness of others reaction & why react as they do.
- Ability to cooperatively within a group to make the work of the group successful and effective.
- Ability to combine/apply information to from general rules to specific problems to produce answers that make sense.
- Ability to write reports, business correspondence.
- Skilled in the operation of office equipment, including copier, fax machine, scanners and the use of 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 & knowledge of principles & processes for providing customer & personal services, this includes customer needs assessments, meeting quality standards for services and evaluation of customer satisfaction.
- Patience in listening to clients with their past criminal history so due process can be applied.

Qualifications:

- Two (2) year degree in Human Resources, Business Administration or Criminal Justice with 2 years of experience in Background Investigations or High School diploma and 5 years of experience in Background Investigations and studies, or equivalent combination of educational experience.
- Must become certified Adjudicator within 1-2 years of employment.
- Prefer experience in Gaming
- Must meet licensing requirements for Tribal-State Compact & White Earth Reservation Gaming Ordinances.
- Valid Driver's License and insurance for travel between sites and other business-related destinations
- State of Minnesota Notary required
- 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.