



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: Compliance Administrative Assistant Level II

Open: 02-09-26

Location: Mahnomen

Close: 02-20-26

Pay: \$22.51/hr

Benefits: Full

Status: Full Time

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

Position Outcomes:

Greets clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.

- Listens to and responds to concerns or inquiries to maintain a high level of departmental satisfaction.
- Determines the purpose of each person's visit and directs or escorts them to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Responds to routine information requests.

Performs administrative and clerical support tasks.

- Receives mail, documents, packages, and deliveries and delivers or distributes items.
- Orders departmental supplies, track orders, checks in and distributes.
- Fills out any necessary paperwork for departmental needs.
- Will create, update, revise forms or necessary paperwork and make and distribute copies as needed.
- Distributes daily internal communications to staff.

Performs basic filing and recordkeeping.

- Create new files according to office procedure.
- Remove out of date files and transfer to internal storage according to office procedure.
- Electronically store pertinent documents for record keeping purposes.
- Print or send files to departmental staff as required or necessary in accordance to office procedures.

Performs advanced level clerical duties.

- Completes inquiries from historical data, files, and projects with reports and copies of supporting documentation.
- Completes requests for information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for manager/director.
- Prepares agenda and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supply listing, and coordinates maintenance of equipment.
- Maintains a system to ensure budgetary spending is tracked and logged.

Trained in the Divisional Software Systems to perform a variety of tasks for Division.

- Provide necessary reporting from Software Systems for continuity of business to include;
- Maintains operating system by entering data, scanning in reports, tracking and electronic storage.
- Will create reports, read reports and inform supervisor of trends, issues or areas of concern.
- Forecasting reports
- Scheduling reports
- Orders
- Planning for Strategic planning and Budgeting

Performs Supervisory Responsibility in accordance to departmental objectives.

- May recruit, interview and hire administrative entry and level I staff.
- Will train, supervisor, coach, counsel, delegate and evaluate work performed by entry and level I administrative staff.

Ensure all gaming applications are processed in full compliance with regulatory standards, internal controls, and departmental procedures while maintaining accuracy, confidentiality, and timely workflow progression.

- Receive and log all gaming license applications, ensuring forms are complete, legible, and submitted with required documentation.
- Conduct preliminary compliance checks to verify eligibility, confirm application type, and identify missing or inconsistent information requiring follow up.

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, history, lifestyles, and geography of the WERBC people and Native American people.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binder, copy machine, printer.
- Proficient with Microsoft Office Suite or related software.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills to interact with internal and external employees, visitors and clients with tact and diplomacy.
- Excellent organizational skills and attention to detail.
- Skills in assessing the needs of the individual and seek ways to address those respective needs.
- 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 communicate effectively, both verbally and in writing.
- Ability to work independently making effective decisions and selecting a course of action(s) considering unseen situations that arise.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to read, write and comprehend instruction, correspondence, and memos.
- Ability to effectively present information in a one-on-one and small group situation.
- Ability to organize including arranging calendars, schedules, prioritize situations, events, and people.

Qualifications:

- High School Diploma or General Education Degree equivalent required, AA degree preferred and
- At least 4 years of administrative duties in a related position/role.
- Valid Driver's License and insurance for travel between sites and other business destinations.
- 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.