



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: Conservation Officer
Location: Mahnomen
Pay: \$28.90/DOQ

Benefits: Full

Open: 09-28-26
Close: 10-09-26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for enforcing the Conservation and Environmental Codes in order to protect the natural resources of the White Earth Reservation.

Position Outcomes:

Patrols assigned area by truck, ATV, snowmobile, boat, airplane, horse, or on foot to observe persons engaged in taking fish and game.

Provides and attends work related training.

- Assists in promoting hunter/firearms safety training.
- Assists in promoting watercraft and boating safety training
- Assists in promoting ATV and Snowmobile safety training
- Attends mandatory training through the Bureau of Indian Affairs on an annual basis.

Works closely with Tribal Court in all court proceedings, writes reports in incidents of accurate information.

- Seizes equipment used in fish and game law violations and arranges for disposition of fish and game illegally taken or possessed.
- Ensures method and equipment used are lawful and apprehends violators.
- Serves warrants, makes arrests, and prepares and presents evidence in court actions.
- Investigates hunting accidents and reports of fish and game law violations, issues warnings or citations, and files reports.
- Recommends revisions or changes in hunting and trapping regulations or seasons.

Performs word processing to provide timely accurate and professional looking documents and materials.

- Develops and maintains filing system.
- Prepares written proposals, correspondence and reports as directed to meet timeline requirements.
- Proofreads all work for accuracy of spelling.
- Composes correspondence with minimal direction.
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Maintains General Files, Client Files, and/or Program Files to ensure compliance with department policies and procedures.

- Creates files for new clients.
- Ensures client files contain appropriate documentation in accordance to program guidelines and/or appropriate state/federal/tribal reasons/regulations.

Creates and completes reports to comply with required agencies (internal and external).

- Collects and reports information on population and condition of fish, wildlife, forestry, environment, and suspected pollution.
- Gathers and compiles required statistics.
- Ensures accurate and complete information is contained in reports.

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Maintains good rapport with staff, organizational employees and external sources including local, state and federal representatives.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of the White Earth Reservation Conservation Code, or any related ordinance to environmental protection, law enforcement procedures and methods and weapon usage safety.
- Knowledge of tribal, county, state and federal law enforcement agencies and procedures.
- Knowledge of BIA and tribal policies and procedures manual.
- Knowledge of record and reporting system.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Natural Resources Department.
- Knowledge of treaties, laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and political process.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to communicate with general public, law enforcement personnel and other relevant agencies.
- Skill in operating a variety of weapons, equipment and motorized vehicles.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Ability to comprehend intricacies of law, codes, regulations, manuals and technical materials.
- Ability to work harmoniously with individuals, community groups and the judicial system.
- Ability to be certified in First Aid/CPR/AED through the American Medical Association and obtain a CPR certificate.
- Ability to assess situations and make independent, sound decisions.
- Ability to identify fur bearing, game animals, waterfowl, plants, flowers, endangered species, fish, habitats, and all wildlife.
- Ability to work long hours, maintain good physical condition; be prepared to respond to emergency calls and requests for services on off-duty hours.
- Ability to attend manual training sessions and meet required standards

Qualifications:

- Must be at least 21 years of age prior to hire.
- Successful completion of the BIA Indian Police Academy within the last 3 years or 2-year Criminal Justice degree and completion of basic law enforcement training (SKILLS).
- 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.

Send applications to: White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications: www.whiteearth.com

EEO with Native American Preference

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.

Background Checks performed

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