



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin DISTRICT III Laura Lee Erickson

Job Announcement

Position: Licensing Clerk

Location: White Earth

Pay: \$21.44/hr.

Benefits: Full

Open: 6/06/2025

Close: 6/20/2025

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing services to customers with vehicle registrations, renewals, title transfers, hunting and fishing permits, registering ATV and watercraft vehicles. Includes actively assisting and supporting customers with registration and answering customer questions regarding rules and regulations for license and permits.

- Greeting all visitors and clients in a welcoming manner and provides efficient services and accurate information to present a professional manner.
- Answers all incoming calls, determines appropriate response or person to refer the call to.
- Takes messages for all staff that are unable to take calls while on duty, leaves messages for follow-up by posting on board.
- Provide excellent customer service, greet customers, issue vehicle license plates, registrations, renewals, ID and permits for motor vehicle department registrations and DNR permits.
- Evaluate information on applicants to verify completeness and accuracy and to determine whether applicants are qualified to obtain desired licenses.
- Review documents for accuracy, determine authenticity of documents provided, process and enter data information into appropriate databases.
- Provide customers with accurate information of the rules, policies, regulations, limits and procedures of license and permits.
- Provide clerical support, answering calls, emails, organize and maintain file systems, reconcile daily financial reports, prepare and mail out renewal notices, and keep copies of season limits available to customers.
- Assist with inventory counts and reports.
- Travel to Urban Liaison Office, Cass Lake Liaison Office, and community centers, to provide outreach work.
- Develops and maintains a thorough understanding of the rules, procedures and software tools utilized in an office setting.
- 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 Public Safety Division.
- Knowledge of the Motor Vehicle and Conservation Codes.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of office equipment, including copiers, fax machines, calculator or adding machines.
- Cash handling skills, basic mathematical skills, and grammar skills.
- Skilled in customer service and the ability to interact with customers with tact and diplomacy.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the Motor Vehicle and Conservation Codes.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **High school diploma or GED and one (1) year of more experience providing customer service**
- **Prior office experience and customer service experience working in a government setting.**
- **Valid Driver's License and insurance for travel between sites and other business-related activities.**
- **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.