



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

## Job Announcement

**Position:** Election Board Member

**Location:** Mahnomen

**Pay:** \$20.42

**Benefits:** NA

**Open:** 12-18-25

**Close:** 1-1-26

**Status:** PT Temporary

Please fill out the Election Board Application 2025 listed where the WERBC Employment Application is located.

The White Earth Reservation Business Committee is currently seeking applicants for the Election Board who will be responsible to follow the MCT Election Ordinance (Revised 12-16-2025) and includes processing and counting of absentee ballots, certification of election results, posting of election results, safekeeping of election materials, and the consideration of recount requests.

### Position Outcomes:

- Election board members will participate in training provided by MCT in the application of the MCT Ordinance.
- Responsible for the overall conduct of the election.
- Responsible for implementation of the election security measures including; storage and distribution of voting materials, security in voting areas, follow voting procedures, follow absentee ballot voting procedures, follow counting of votes procedures, follow certification and posting of election results.
- If the TEC designates an outside organization to provide technical assistance and/or election related services, the Election Board will be responsible for monitoring the performance of said organization to ensure compliance with the provisions of the MCT Ordinance.
- Must perform, in a nonpartisan fashion, all duties assigned to it by the MCT Ordinance.
- Organizes and maintains file system to ensure documents are maintained as needed.
- Election board members shall not disclose by any means information about request for, mailing of, or return of absentee ballots to any person, except (1) to the voter to whom the request or ballot pertains or (2) in accordance with an order issued pursuant to Section 3.2(A)(2). Requests by voters for information must be in writing and maintained by the Election Board along with a summary of the information disclosed pursuant to the request. Unauthorized disclosure is grounds for removal.
- Follow all established election schedules for work purposes so the Election Board may fulfill its duties.
- Shall keep and maintain a mailing address for the purpose of receiving election related materials.
- Election judges and alternates are expected to work at the election worksite.
- Election Board Members are also subject to standards of conduct applicable to other Band employees that are included in Band law or policy.
- No candidate for election, no member of a Candidate's immediate family, not any member of the Band governing body will be appointed to serve on any election board. The term "immediate family" as used herein will be determined by the Band governing body.
- 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.
- Knowledge of the structure and reporting relationships within the White Earth Reservation Tribal Council organization.
- Ability to type with speed and accuracy.
- Ability to work cooperatively within a group to make the work of the group successful and effective.

- Ability to communicate effectively, both orally and in writing.
- Ability to organize including arranging schedules, prioritizing ideas, situations, events and/or people.

- Skilled in the operation of office equipment, including copiers, fax machines, telephone switchboard, 10-key calculator, and postage machine.
- Skilled in the operation of 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.
- Practices and ensures strict confidentiality.

**Qualifications:**

- Must be an eligible voter of the reservation, with one board member being appointed as chair.
- Thorough knowledge of MCT Election Ordinance (Revised 12-16-2025).
- Valid Driver's License and insurance for travel between sites.
- Work performed in an office setting with low/moderate levels of noise.
- Frequent talking and listening is required.
- Frequent use of hands and fingers to operate computer, phone, and writing utensils.
- Occasional lifting of up to 40 pounds.
- Sit or stand for up to 8 hours per day.

*EEO with Native Preference.*

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

