



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: Genealogy Technician
Location: White Earth
Pay: \$21.44/Hr.

Benefits: Full

Open: 07-21-25
Close: 07-25-25
Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible to conduct research into genealogical background of individual or family in order to establish descent from specific ancestor or to discover and identify forebears of individual or family: Consults American and foreign genealogical tables and publications and documents, such as BIA, church and court records, for evidence of births, baptisms, marriages, deaths, and legacies in order to trace lines of descent or succession.

Position Outcomes:

- Process information in accordance with Policy and Procedures.
- Updates and maintains White Earth and Minnesota Chippewa Tribes enrollment data, ensuring the integrity of overall enrollment records.
- Communicating with internal and external sources to ensure program and organization is represented in a professional manner.
- Perform other duties and responsibilities as required or assigned, temporary or permanent duties and responsibilities may be added to or modified as deemed necessary.

Knowledge, Skills and Abilities:

- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and Minnesota Chippewa Tribe.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge and ability to perform complete genealogical history research.
- Skilled in excellent time management and organizational skills with strong attention to detail.
- Ability to work cooperatively within a group to make the group successful and effective.
- Ability to use logic and reasoning to identify solutions, conclusions or approaches to problems.
- Ability to use intermediate algebra skills specifically fractions and intermediate knowledge of Microsoft Office systems applications.

Qualifications:

- **High School Diploma/GED required; AA degree in related subject or equivalent education and experience highly preferred or with (2) two years of clerical experience.**
- **Experience in high confidentiality, minimum (2) two years preferred.**
- **Must have Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must pass background check and drug screening.**

Mail Applications to: White Earth Reservation Business Committee
Attention: Human Resources
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

Background checks performed.