



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

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## Job Announcement

Position: Genealogy Technician

Location: White Earth

Pay: \$21.44/Hr.

Benefits: Full

Open: 11-25-24

Close: 12-06-24

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:

- Constructs chart showing lines of descent and family relationships.
- Prepares history of family narrative form or writes brief sketches emphasizing points of interest in family background.
- Liaising with historians, record agents and biographers.
- Consulting with clients to determine the information required and directing research accordingly.
- Undertaking archive research and applying knowledge of local history.
- Compiling genealogical reports for clients.
- Working with multiple State, Federal and Tribal entities to establish lines of communication and receive data.
- Review, update, and address enrollment software.
- Performs other duties and responsibilities as required or assigned.

### 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.
- Knowledge of project collaboration.
- Excellent in organization skills.

### Qualifications:

- **A High School Diploma or equivalent is 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 be able to pass a criminal 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](http://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.*