



WHITE EARTH RESERVATION

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

Position: Mental Health Administrative Assistant Level I

Location: Naytahwaush, MN

Pay: \$19.45/hr.

Benefits: Full

Open: 02/10/2025

Close: Until Filled

Status: Full time

This position is responsible to provide the initial contact for all employees, visitors, and clients to the respective WERBC divisional/departmental offices. This initial contact includes greeting, assisting, and providing direction and information as required. This position also supports the clerical and administrative support to the department to ensure efficient operations.

Position outcomes:

- Greets clients, visitors, and employees in a welcoming, professional manner, making them feel comfortable while they wait.
- Performs administrative and clerical support tasks.
- Performs basic filing and record keeping.
- Performs advanced level clerical duties.
- Performs supervisory responsibilities.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee.
- Knowledge of the demographics, culture, history, lifestyles, and geography of the WERBC people and Native American people.
- Basic understanding and knowledge of administrative and clerical procedures and systems.
- Skill to use office equipment including but not limited to personal computer, fax machine, laminating machine, binder, copy machine, printer.
- Skilled in developing positive rapport and professional work relationships with employees, visitors, and clients.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently making effective decisions and selecting a course of action(s) considering unseen situations that arise.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to read, write and comprehend instruction, correspondence, and memos.
- Ability to effectively present information in a one-on-one and small group situation.
- Ability to organize including arranging calendars, schedules, prioritize situations, events, and people.

Qualifications:

- **High School Diploma or GED required, AA degree preferred and**
- **At least 2 years of administrative duties in a related position/role.**
- **Valid driver's license and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a 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.*