



# WHITE EARTH RESERVATION

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

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## Job Announcement

**Position: Permit Tech I**  
**Location: Mahnomen**  
**Pay: \$22.51**

**Benefits: Full**

**Open: 10-20-25**  
**Close: 10-31-25**  
**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing customer service to process permit applications, building inspections, contractor licenses, and certificates of occupancy while providing routine and moderately complex clerical and customer service support for the Division & Department.

### Position Outcomes:

- Provides routine information and service as front desk receptionist.
- Processes building permit and contractor license applications.
- Screens calls and refers questions to appropriate staff or department.
- Monitors released meters and records data.
- Records permit information into permitting software database and maintains electronic and hard file property information.
- Updates property files and notifies other departments of property address changes.
- Issues building permits for approved plans and certificates of occupancy for completed projects.
- Informs project applicants of city requirements, processes, and deadlines from time of initial contact to completion of the project.
- Serves as the first point of contact for customers to provide assistance with building permit policies and procedures.
- Process planning division permits to include temporary sign and use permits; receives applications and fees.
- Collaborates with the plans examiners to respond to permit inquiries and assesses appropriate project valuations and permit fee.
- Balances cash drawer daily and obtains required approvals.
- Provides coverage for the division phone lines and front counter.
- Prescreens plan submissions to ensure completeness of submission.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills & Abilities:

- Comprehensive knowledge of permitting policies and procedures.
- Ability to read, understand, and convey information to the general public concerning permitting procedures and policies.
- Ability to read construction plans and documents.
- Advanced skill in building permit software and word processing programs.
- Basic mathematical skills to accurately count change and to calculate fees and tax rates.
- Ability to deal with difficult citizens using effective confrontational and problem-solving skills.
- Ability to organize tasks and working environment in order to maximize efficiency with attention to customer service.
- Ability to use independent judgment while performing routine and non-routine tasks.

### Qualifications:

- High School diploma or GED and two years of administrative experience or two years of experience in the building construction industry or real estate required; experience in a municipal building department preferred.
- ICC Permit Technician certification preferred; certification required within one year of employment.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native American Preference*

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