



WHITE EARTH RESERVATION

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

White Earth Reservation Business Committee Job Announcement

Position: Probate Technician 1
Location: Bemidji
Pay: \$20.42/hr.

Benefits: Full

Open: 03-30-26
Close: 04-03-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for the entry level Probate Technician position. The employee will receive instructions on laws, statutes, cases and decisions in accordance with White Earth Reservation Land Settlement Act (WELSA) to prepare commencement materials for submission to the Office of Hearings and Appeals. This may include but is not limited to pre-taking and/or post-taking of the land cases.

Position outcomes:

- Interpret Minnesota Inheritance Laws and Federal Laws of Descent.
- Review land allotments, tribal enrollment, probates and family records to prepare a complete and accurate family history
- Prepare legal documents, including appeals.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow or apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of the White Earth Land Settlement Act of 1985, as amended.
- Knowledge of the White Earth Reservation demographics, culture, and history.
- Ability to identify and carry out actions to achieve goals.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Skilled in personal computers, related software such as Microsoft Word/Excel and Networks.
- Skilled in the operation of office equipment, including copiers, and fax machines.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Position Qualifications:

- Associate degree from an accredited university in Administration, Business Management, or related field and one (1) year experience in probate, administration, realty or combination of education and experience.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

Mail Applications to:

White Earth Tribal Council
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.