WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Jacob McArthur
DISTRICT I Henry Fox DISTRICT II Alrick "Son" Accobee DISTRICT III Laura Erickson

White Earth Reservation Business Committee
Job Announcement

Position: Probate Technician - Introductory
Location: Bemidji, MN
Pay: $18.52/hr.
Benefits: Full
Open: 10-05-26
Close: 10-09-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for applying knowledge to networks and software programs including the WELSA Application. Review and discuss cases, laws, statues, and decisions in accordance with the White Earth Reservation Land Settlement Act (WELSA). Create family outlines. Obtain vital records and documentation to prepare cases for submission to the Office of Hearings and Appeals. Gradually proceed to working independently.

Position outcomes:

- Prepare family outlines based on information acquired.
- Verify outline through land allotments, tribal enrollment, probate and family records for an accurate and complete family history.
- Prepare and obtain records at counties or states.
- Prepare legal documents, including appeals.
- Prepare affidavits or other documents, maintain document file, and file pleadings.
- Gather and analyze research data, such as statues, decisions, and legal articles, codes, and documents.
- Provide statistical information to WELSA director for annual report to Congress.
- Respond to inquiries of heirs, parties in interest, attorneys and administrative judge.
- Provide support for direction and coordination of probate department activity.
- Keep and monitor legal volumes to ensure that personal law library and heirship determinations are up to date.
- Testify at hearings

Knowledge, Skills and Abilities:

- Knowledge of structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- (Prefer) Law and Government Knowledge of laws, legal codes, court procedures, precedents, governmental regulations, executive orders, agency rules, and the democratic political process.
- **Clerical Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.**
- **Computers and Electronics Knowledge of processors, electronic equipment, and computer hardware and software, including applications and programming.**
- **Customer and Personal Service Knowledge of principles and processes for providing customer and personal services. This includes assessment of customer needs, meeting quality standards for services, and evaluation of customer satisfaction.**
- **(Prefer) Administration and Management Knowledge of business and management principles involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of periople and resources.**
- **Skilled and understanding written sentences and paragraphs in work related documents.**
- **Skilled in managing one's own time and the time of others.**
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skilled in communicating effectively in writing is appropriate for the needs of the audience.
- Skilled in talking to others to convey information effectively.
- Skilled in understanding the implications of new information for both current and future problem solving and decision making.
- Skilled in adjusting actions in relation to other's actions.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skilled in monitoring/Assessing performance of yourself, other individuals or organizations to make improvements or take corrective action.

Qualifications:

- **Prefer knowledge of the White Earth Land Settlement Act (WELSA)**
- **Prefer bachelor's degree in business administration or related field and (1) one year office administration or**
- **Valid driver's license and insurance for travel between sites and other business-related destinations.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
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.