



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
Location: Bemidji
Pay: \$20.42/hr.

Benefits: Full

Open: 07-07-25
Close: 07-11-25
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for utilizing knowledge of cases, laws, statutes and decisions in accordance with the White Earth Reservation Land Settlement Act (WELSA) to prepare all documents for heirship determinations to be submitted to the Office of Hearings and Appeals.

Position outcomes:

- Investigate facts and law of cases to determine causes of action and to prepare cases.
- Research land allotments, tribal enrollment, probate and family records that will result in accurate and complete family history.
- Prepare legal documents, including: briefs, pleadings, appeals and contracts.
- Prepare affidavits or other documents, maintain document file and file pleadings.
- Gather and analyze research data, such as statutes, 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.
- Direct and coordinate law office activity.
- Keep and monitor legal volumes to ensure that law library and heirship determinations up-to-date.
- Travel to various court facilities when needed to testify at hearings.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the WELSA Department.
- Knowledge of inheritance laws, White Earth Land Settlement Act (WELSA), legal codes, court procedures, precedents, government regulations, agency rules, and terminology pertaining to real estate.
- Ability to communicate effectively, both orally and in writing with co-workers, staff and administration.
- Knowledge of inheritance laws, White Earth Land Settlement Act (WELSA), legal codes, court procedures, precedents, government regulations, agency rules, and terminology pertaining to real estate.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of processors, electronic equipment, and computer software applications.
- Managing one's own time.
- Giving full attention to what other people are saying, taking time to understand the information, asking questions as appropriate, and not interrupting at inappropriate times.
- The ability to apply rules and combine information to reach and appropriate conclusion to people and programs.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **Prefer knowledge of the White Earth Land Settlement Act (WELSA)**
- **Bachelor's degree in business administration or related field and (1) one year probate administration or heirship determination experience or combination of education and experience.**
- **Must have knowledge of the laws or inheritance.**
- **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.