



# Ute Indian Tribe

## Job Vacancy

Announcement: May 8, 2018 –May 22, 2018

*(Note: Tribal Preference will be exercised)*

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Responsible for conducting field monitoring and or compliance checks and completing required support documentation in implementing the sclerocactus plan. Not to exceed over 6 months, budget depending. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2017-084	Ute Family Services	Guardian Ad Litem	
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Advocate for youth involved in child welfare cases with social service. Juris Doctorate Law Degree.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2017-097	Fish & Wildlife	Fishery Biologist I	
Qualifications:	<p>High School Diploma or G.E.D, clerical duties, Bachelor's Degree in Fishery Biology / Aquatic science or related field and 12 months related experience. Master's Degree in Fishery Biology / Aquatic Science or related field may be substituted for 12 months of experience. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-25	Accounting	Financial Reporting Officer	
Qualifications:	<p>MS in Accounting or Finance or MBA Minimum –BA or BS degree in Accounting or Finance Minimum 10 years, experience in accounting, finance and management. Successful applicant must have a working knowledge of Generally Accepted Accounting Principles (GAAP) including governmental accounting as well as experience in budgets and forecasting, financial reporting, cash management and investment analysis. Experience developing and implementing Great Plains financial software, developing management and financial reporting templates, design of general ledger and corporate system architecture required Knowledge and experience in utilizing Great Plains tools such as integration, and add third party software, FRX and Sequel reporting.</p>		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-28	Fish & Wildlife	Conservation Officer	<b>May 22, 2018</b>
Qualifications:	High School and/or GED. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must be 21 years of age or older. Will be required to attend Conservation Enforcement Academy and/or acceptable law enforcement training Mandatory within 1 year of employment. Individuals must be a high moral character; have ability to work in stress situations; have capacity for effective public relations; be honest, trustworthy and possess sound judgement. Knowledge of Federal Law, State Law and Tribal Laws pertaining to Fish & Wildlife Management.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-29	Natural Resource Sclerocactus Plan	Botanist (Contingent on Funding in Account)	<b>May 22, 2018</b>
Qualifications:	Advanced degree and additional experience in botany, conservation biology, plant ecology, or closely related field will be considered for initial placement at the mid-or senior-level performance. Successfully completed college/university course work to meet current federal requirements as a Botanist, Series 0430. 3 years of directly related botanical / special status plant species field experience etc. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-30	Water System	Treatment Plant Operator	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D, Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must be willing to work 4hrs Friday, 2hrs Saturday, 2hrs, Sunday. Must be able to repair motors, and pumps if a problem occurs. Knowledge about handling chlorine safety, Knowledge about handling fluoride safety. Must be certified at a level III Operator.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-32	Tribal Courts	Public Defender	<b>May 22, 2018</b>
Qualifications:	Supplementary coursework in Criminal Court Procedures. Two years of experience as a Defender or related field. Jurist Doctorate / Law degree from an accredited law school. Knowledge of Tribal code and ordinances. Knowledge of Criminal and civil law and state statutes. Knowledge of Ute Tribal Law & Order Code. Ability to apply legal principle and knowledge of individual cases and problems. Ability to maintain effective working relationships with Tribal members and general public. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-33	Oil & Gas Realty	Realty Specialist	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D. Incumbent must pass a favorable and final BIA Security Clearance to hold this position. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Incumbent should possess enough knowledge that he/she will be able to start contributing to the workforce in completing assigned tasks without having to be trained extensively. Maintain and encode various database.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-39	Fish & Wildlife Big Game Enhancement	Range Tech/Bison I	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D, 2 years college education, biological science preferable. 1 year in a supervisory position or 2 years, experience in a big game management field and/or range management is preferable. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-40	Fish & Wildlife Big Game Enhancement	Wildlife Tech I	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D, Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Perform routine field work and a variety of skilled and semi-skilled labor necessary for the proper management of the big game resources of the reservation. Prepare and maintain all equipment needed for the approved hunts for the season. Experience in the wildlife or related natural resource field. Must NOT be restricted from owning, possessing or otherwise restricted form firearms. Must NOT have been convicted of a felony or domestic violence. Must be 21 years of age or older. Must be in good physical condition.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-45	Security	Security Officer	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Some experience in police or security field. Must be willing to work various shifts, holidays or as needed. Required to maintain flexible work schedules in order to accommodate weekend, evening shifts, holidays or as needed.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-48	Head Start	Director	<b>May 22, 2018</b>
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Bachelor of Arts or a Bachelor of Science in Early Childhood Education, Child Development, Human Services or a relate field. Five year of experience In early childhood management. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR, First Aid, Universal Precautions, and Food Handler permit, or willingness to complete these trainings within one month of hire. Master's Degree in Early Childhood Education or related field.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2018-49	Head Start	Assistant Teacher	<b>May 22, 2018</b>
Qualifications:	High School Diploma or GED, An Associate Degree I Early Childhood Education, or in a related field with coursework equivalent to a major relating to early childhood education must be enrolled in a coursework leading to baccalaureate degree in ECE. A minimum of one (1) year of classroom experience teaching preschool – age children or preschool age; three (3) years preferred. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR /First Aid/Universal Precautions, and a Food handler's permit, or willingness to complete these four trainings within one month of employment.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-50	Head Start	Family Engagement Advocate	
Qualifications:	High School Diploma or G.E.D, must have a credential or certification in social work, human service, family services, counseling or related field, or be willing to obtain the required credential or certificate within 18 months of hire. One year experience working with preschool age children.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-51	Building Rehab	Laborer	
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Knowledge of the hazard and safety rules required in maintenance tasks. Ability to learn the methods, materials and equipment used in maintenance type work. Assist other maintenance workers, such as the carpenters, electricians and maintenance as required.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-52	Building Rehab	Crew Boss	
Qualifications:	High School and/or GED. Some knowledge of the hazards and safety rules required in carpentry and maintenance tasks. Must have ability to learn the methods, materials and equipment used in maintenance/carpentry work. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must pass pre-employment drug/alcohol test. Must pass a Criminal Background Check. Must successfully complete a three month probationary period during which incumbent will be evaluated for satisfactory performance of typical duties listed.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-54	Daycare	Head Teacher 2yrs old Classroom	
Qualifications:	High School Diploma or GED, Must have an Associate, Bachelors or Advanced degree in early childhood education; or a Child Development Associate (CDA) credential, or have a degree in a related field with 3 years, experience in teaching preschool children. CDA credential with the minimum teaching experience will be accepted.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 22, 2018</b>
2018-55	Alcohol/Substance Abuse Prevention Prog.	Prevention Specialist	
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Prefer Bachelor degree in health, behavior or social science or a closely related field. Combinations of education and experience may also be considered. Experience with public speaking, writing and oral communication skills, writing and preparing monthly reports. Prepare materials and present effective presentations at prevention activities and community meetings. Ability to use the computer software programs. Prefer two years' experience in alcohol/substance and/or prevention program working with Native Americans.		

Announcement #:	Department	Position	Closing Date:
2018-61	CHR	Director	May 22, 2018
Qualifications:	High School Diploma or G.E.D, Must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Bachelor’s degree in Public Health, health services administration, nursing or related field. 4 years of administrative experience in healthcare. Supervisory and management experience preferred. Must possess and maintain current certification in CPR/First Aid and universal precautions/blood borne pathogen precautions or obtain within 6 months of hire date.		