



Ute Indian Tribe

Job Vacancy

Announcement: November 27, 2018 –December 14, 2018

(Note: Tribal Preference will be exercised)

Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	December 14,2018
Qualifications:	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.		
Announcement #:	Department	Position	Closing Date:
2018-29	Natural Resource Sclerocactus Plan	Botanist (Contingent on Funding in Account)	December 14,2018
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.		
Announcement #:	Department	Position	Closing Date:
2018-75	Prosecution	Tribal Prosecutor	December 14,2018
Qualifications:	Jurist Doctorate/Law degree from an accredited law school. Supplementary coursework in Criminal Court procedures. Two year experience as Prosecutor or related field. Thoroughly knowledge of Tribal codes and ordinances. Thoroughly knowledge of Criminal and Civil Law and States statutes. Considerable knowledge of Tribal Law and Order Code, general provision of Ute Indian rule of Criminal Procedure. Ability to apply legal principles and knowledge of individual cases and problems. Ability to analyze and evaluate facts and evidence and to apply them individual cases and problems. Ability to maintain effective working relationship with Tribal Employees, Administrative and Court officials and general public.		
Announcement #:	Department	Position	Closing Date:
2018-79	Red Pine	Substance use disorder counselor	December 14,2018
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. Certified Social Worker, Associate Clinical Mental Health Counselor, Marriage and Family Therapist, Utah State Certified Substance Use Disorder Counselor. Administers screenings, gathers assessment information, completes the administrative intake process with client, and provides individuals / group alcohol and drug counseling at an outpatient alcohol and drug treatment center. Must provide and maintain an active licensure during employment.		

Announcement #:	Department	Position	Closing Date:
2018-80	Natural Resource	Director	December 14,2018
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 Natural Resource or related field, two years of experience in the management of Tribal/Federal lands and 3 years in management of staff with supervisory skills.		
Announcement #:	Department	Position	Closing Date:
2018-87	Social Service	Attorney	December 14,2018
Qualifications:	Juris Doctorate (JD) from an accredited law school. Licensed to practice law in Utah. Member of good standing of the Utah State Bar. Ability to communicate effectively verbally and in writing, maintain confidentiality; strong desire and dedication to representing the best interests of children, computer literate.		
Announcement #:	Department	Position	Closing Date:
2018-90	Justice Center	Facilities Supervisor Intern	December 14,2018
Qualifications:	The facilities Supervisor Intern must possess a valid Utah Driver’s license and must be able to obtain a Tribal Driver’s license. Must have a high school diploma or GED equivalent. They must have two or more years, experience in comparable maintenance work and be able to demonstrate that they have the experience training and skills to perform the functions to which they will be assigned. They must be able to pass a background investigation and meet the background approval of the Chief of Police and the Director of Detention.		
Announcement #:	Department	Position	Closing Date:
2018-91	Justice Center	Cook II	December 14,2018
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. They must be able to demonstrate that they have the experience, training and skills to perform the functions to which they will be assigned. They must be able to pass a Federal background check to be able to work in Bureau of Indian Affairs Correctional Facility. Must be able to lift 50 lbs. May be required to perform heavy work, such as scouring and scrubbing large-size cooking utensils and pushing heavy carts in unloading, storing and delivering supplies and food. May be required to work on ladders and use powered cleaning equipment. Frequently lifts and moves objects. All other duties.		
Announcement #:	Department	Position	Closing Date:
2018-92	Head Start	Health & Safety Specialist	December 14,2018
Qualifications:	Associate Degree in Public Health, Nursing, Health Education, or a closely related degree. Four years paid experience in public health, nursing, health education, maternal child health or health administration. CACFP Certification; 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’s permit, or willingness to complete these four trainings within one month of hire, and Must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license.		

Announcement #:	Department	Position	Closing Date: December 14,2018
2018-93	Social Service	Social Worker (2) Positions	
Qualifications:	High School and/or GED. 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. Bachelor's degree in Social Work or related field. Knowledge of social work best practices, ability to communicate effectively verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments, and the public.		
Announcement #:	Department	Position	Closing Date: December 14,2018
2018-95	Red Pine	Male House Manager	
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. Position requires working day, swing or graveyard shifts Monitor the residents of the Red Pine RTC to ensure the resident's atmosphere is safe and productive for their treatment needs. Must have knowledge of racial, ethnic, customs and cultural values and attitudes of population. Have knowledge or become familiar with traditional healing methods and providing holistic care. Must be reliable.		
Announcement #:	Department	Position	Closing Date: December 14,2018
2018-98	Environmental Health	Sanitation Driver I	
Qualifications:	High School graduate or GED. Must have a Utah Class A Commercial Driver's License (CDL) or able to obtain one within 90 days of employment. Working knowledge of garbage truck driving and its operation.		
Announcement #:	Department	Position	Closing Date: December 14,2018
2018-99	Motor Pool	Vehicle Coordinator	
Qualifications:	High School Graduate or GED. Class B Commercial driver's license with P endorsement. Will be expected to comply with Federal mandates affiliated with the Motor Pool & Ute Tribe Public Transit system. Must have considerable working experience with vehicle related field and be mechanically inclined. Knowledge of computer system proficiently along with effective office management and filing. Must be able to communicate cordially.		
Announcement #:	Department	Position	Closing Date: December 14,2018
2019-01	Big Game Enhancement	Depredation Control Tech.	
Qualifications:	High School Diploma or GED. Experience in wildlife or related natural resource field. College education in science related field is preferable. The wildlife tech will perform 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 depredation control year round. Prepare and maintain all equipment and facilities. Assist as directed in the removal or dispatching of diseased, nuisance and problems animals. Depredation control technician will also work within the principles of the Ute Indian Tribal customs and proclamations.		

Announcement #:	Department	Position	Closing Date:
2019-02	Big Game Enhancement	Wildlife Tech I	December 14,2018
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. 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.		
Announcement #:	Department	Position	Closing Date:
2019-06	BIA, Law Enforcement	Police Officer	December 14,2018
Qualifications:	High School diploma / GED or two years of successfully completed study at an accredited school above the high school level, which included at least 12 semester hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subjects closely related to police our guard work must have been include in the substituted education.		
Announcement #:	Department	Position	Closing Date:
2019-07	Transit	Temp Driver	December 14,2018
Qualifications:	High School graduate or GED Equivalent, Two years of driving in related field. Commercial Driver's license wit (P) passenger endorsement. Must pass a department of Transportation (DOT) physical examination before hire and be subject to renewal every two years or as needed. (Every two years).		
Announcement #:	Department	Position	Closing Date:
2019-08	Recreation	Community Worker	December 14,2018
Qualifications:	-High School diploma / GED. One (1) year experience in recreation-oriented program or any equivalent or combination of education and experience.		
Announcement #:	Department	Position	Closing Date:
2019-09	Adult Court	Associate Judge	December 14,2018
Qualifications:	High School diploma / GED or equivalent. Graduate from an accredited Law School, Preference given to tribal members or federally recognized tribe. Ute language a plus. Never been convicted of a felony or been convicted of a misdemeanor in the past year. Experience of legal and court terminology, court practices, procedures, organization and jurisdictional requirements of the court system; Knowledgeable of Microsoft Office and Justware software.		
Announcement #:	Department	Position	Closing Date:
2019-10	Adminstration	Assistant Executive Director	December 14,2018
Qualifications:	High School diploma / GED or equivalent. Graduate from college with a Bachelor's degree in business administration or a related field and three years' experience managing governmental act ivies; or an equivalent combination of training and experience which provided the capabilities to perform the describe duties. Indian Preference Policy applies.		

Announcement #:	Department	Position	Closing Date:
2019-11	Ute Bulletin	Public Relations	December 14,2018
Qualifications:	High School diploma / GED or equivalent. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Excellent Grammar and use of language. Two Years supervisory experience managing staff. Bachelor's Degree or equivalent vocational program in related area. Importantly, can interact with the members of the Ute Indian Tribe and public.		
Announcement #:	Department	Position	Closing Date:
2019-12	Tribal Courts	Court Administrator	December 14,2018
Qualifications:	High School diploma / GED or equivalent. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Associates Degree preferred and/or legal training. Requires a minimum of two (2) years' experience or equivalent combination of training & education. Ute Language plus. Legal training. Minimum of two (2) years administrative experience. Minimum of four (4) years court clerk experience. Minimum of two (2) years supervisory management experience.		
Announcement #:	Department	Position	Closing Date:
2019-13	Security	Security Officer	December 14,2018
Qualifications:	High School diploma / GED or equivalent. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. 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. Experience in police or security field.		
Announcement #:	Department	Position	Closing Date:
2019-15	Red Pine	Female House Manager	December 14,2018
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. Position requires working day, swing or graveyard shifts Monitor the residents of the Red Pine RTC to ensure the resident's atmosphere is safe and productive for their treatment needs. Must have knowledge of racial, ethnic, customs and cultural values and attitudes of population. Have knowledge or become familiar with traditional healing methods and providing holistic care. Must be reliable.		
Announcement #:	Department	Position	Closing Date:
2019-16	BIA, Law Enforcement	Tribal Dispatch	December 14,2018
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. Must pass a BIA Background investigation for BIA Computer System & IMARS access. This position may require travel from the normal duty stations to attend necessary training as required. The employee is required to work rotation shifts, which may include evenings, graveyard shifts, weekends, and/or Holidays and/or overtime; if necessary. Required to submit a typing test and pass with minimum of 55-60 wpm.		

Announcement #:	Department	Position	Closing Date:
2019-17	Sorna	Administrative Specialist	December 14,2018
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. Two (2) years of experience working with the public. Knowledge of Tribal Management. Must be familiar with all office equipment, knowledge of basic accounting skills. Must be familiar with S.O.R.N.A. law and Ute tribe personnel Manuel. Ability to interpret and explain tribal ordinances, regulations, and personnel policies and procedures to a wide variety or individuals and groups.		
Announcement #:	Department	Position	Closing Date:
2019-18	Energy & Mineral	Oil & Gas Compliance Officer	December 14,2018
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. Must be 21 years of age. Because of nature of confidential materials in working with Oil & Gas leases and with contracts this position is classified as a High /Moderate Risk Level and will require signing a confidentiality form to protect the Ute Indian Tribe.		