



# Ute Indian Tribe

## Job Vacancy

Announcement: May 7, 2019 –May 21, 2019

*(Note: Tribal Preference will be exercised)*

Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	<b>May 21, 2019</b>
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>		
Announcement #:	Department	Position	Closing Date:
2018-29	Natural Resource Sclerocactus Plan	Botanist (Contingent on Funding in Account)	<b>May 21, 2019</b>
Qualifications:	<p>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.</p>		
Announcement #:	Department	Position	Closing Date:
2018-75	Prosecution	Tribal Prosecutor	<b>May 21, 2019</b>
Qualifications:	<p>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.</p>		
Announcement #:	Department	Position	Closing Date:
2018-87	Social Service	Attorney	<b>May 21, 2019</b>
Qualifications:	<p>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.</p>		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-07	Transit	Temp Driver	<b>May 21, 2019</b>
<b>Qualifications:</b>	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).		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-09	Adult Court	Associate Judge	<b>May 21, 2019</b>
<b>Qualifications:</b>	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 Just ware soft Ware.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-34	Red Pine	Licensed Sub. Abuse Counselor	<b>May 21, 2019</b>
<b>Qualifications:</b>	High School Graduate or equivalent. Must possess a valid Utah State Driver's License and qualify for a Ute Tribe. Associate degree in Chemical Dependency, Behavioral Health, Counseling or related field. Valid State Certified Substance Abuse Counselor or Licensed Substance Abuse Counselor credentials. Four (4) years, experience working in the substance abuse field.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-35	Red Pine	Substance use disorder Counselor II – Traditional	<b>May 21, 2019</b>
<b>Qualifications:</b>	High School Graduate or equivalent. Must possess a valid Utah State Driver's License and qualify for a Ute Tribe. Associates degree in Chemical Dependency, Behavioral Health, Counseling or related field. Valid State Certified Substance Abuse Counselor credentials. Four (4) years, experience working in the Substance Abuse field. Four (4) years sobriety, if recovering alcoholic or addict. CPR Certification and First Aid.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-40	BIA Law Enforcement	Tribal Dispatch	<b>May 21, 2019</b>
<b>Qualifications:</b>	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. This position may require to work rotating shifts, which may include evenings, graveyard shift, weekends, and/or Holidays and/or overtime; if necessary. Required to submit a typing test and pass with minimum of 55-60 wpm. Must pass a BIA background investigation for BIA Computer system & IMARS access. May require travel from the normal duty stations to attend necessary training as required.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-43	Alcohol / Substance Abuse Prevention Program	Lead Prevention Specialist	<b>May 21, 2019</b>
<b>Qualifications:</b>	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. Prefer Associates or 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, written and oral communication skills, writing and preparing monthly reports. Prepare materials and present effective prevention activities and community meeting.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-48	Head Start	Lead Teacher (3)	<b>May 21, 2019</b>
Qualifications:	High School Diploma or G.E.D, An Associate Degree In Early Childhood Education, or in a related field with coursework equivalent to a major relating to early childhood education. Must be enrolled, or be willing to enroll, in coursework leading to a baccalaureate degree in Early Childhood Education, or in a related field. A minimum of one (1) year of classroom experience teaching preschool-age children of preschool age; three (3) years preferred.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-49	Head Start	Assistant Teacher (3)	<b>May 21, 2019</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>
2019-49	Head Start	Education Specialist	<b>May 21, 2019</b>
Qualifications:	A Bachelor’s or advanced degree in early childhood education; or a bachelor’s or advanced degree in any subject with 30 credits in early childhood education and experience teaching preschool – age children. Five (5) years of experience in an early childhood program. Preferred Qualifications: Master’s Degree in Early Childhood Education or related field and a minimum of three years’ experience in an early childhood program.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-52	Social Service	Guardian Ad Litem	<b>May 21, 2019</b>
Qualifications:	Juris Doctorate (JD) from an accredited law school. Licensed to practice law in Utah. Member of good standings of the Utah State Bar. Ability to communicate effectively verbally and in writing, maintain confidentiality, make good decisions, establish effective working relationships with children and people/agencies related to cases, strong desire and dedication to representing the best interest of children, computer literate.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-53	Motor Pool	Vehicle Monitor	<b>May 21, 2019</b>
Qualifications:	High School diploma or GED certificate and must have considerable working experience in vehicle related field and be mechanically inclined. Have proficient knowledge of spread sheet, formats, documentation / record keeping. Must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Will be expected to comply with federal mandates affiliated with the Motor Pool & Ute tribe Public Transit System. Must have good communication skills.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-55	Transit	Bus Driver	<b>May 21, 2019</b>
Qualifications:	<p>High School Graduate or GED Equivalent. Two years of driving in related field. Must have knowledge of bus driving and transportation of people. Must be able to travel and training reports effectively. Commercial driver's license with passenger endorsement. Must pass a Department of Transportation (DOT) physical examination before hire and be subject to renewal every two years or as needed.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-56	Fish & Wildlife	Conservation Officer (2) positions	<b>May 21, 2019</b>
Qualifications:	<p>Must be <b>21 years of age or older</b>. Must possess a <b>Valid Utah Driver's License</b>, preferably Class C and able to obtain a Tribal Driver Licenses. Will be required to attend Conservation Enforcement Academy and/or acceptable law enforcement training (Category 1, Full-time Wildlife Officer Status). Mandatory within 1 year of employment. If for any physical or academic reason the conservation officer attends and fails to complete the aforementioned academy training (Sec #3), he/she will be given one more opportunity to complete the academy within one year of the previous failure. If the conservation officer fails to complete the academy training the second time for any reason, he/she will be terminated from his/her position as conservation officer with the Ute Tribe Fish and Wildlife Department. 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.</p> <p>Will be expected to conduct themselves in a manner becoming an officer of the law and in accordance with department Code of Ethics, policies and standards both on and off duty.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-57	Tribal Courts	Chief Judge	<b>May 21, 2019</b>
Qualifications:	<p>Graduate from a Law School with a degree experience. Must be 21 years of age or older. Never have committed a felony or been convicted of a misdemeanor in the past year. Have a valid driver's license. Ability to speak and understand the Ute Indian language preferred.</p> <p>Comprehensive knowledge of the laws of the Ute Tribe as prescribed by the Ute Tribal Codes; comprehensive knowledge of the rules of civil and criminal procedures adopted by the courts of the Ute Tribe; comprehensive knowledge of the Indian Civil Rights Acts; comprehensive knowledge of the general rules governing the interpretation of laws; comprehensive knowledge of established administrative procedures of the Office of the Judiciary; comprehensive knowledge of the Ute customs and traditions and history of the Ute Tribe.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-61	Fish & Wildlife Big Game Enhancement	Wildlife Technician I (Seasonal)	<b>May 21, 2019</b>
Qualifications:	<p>Must have a high school diploma or GED. Experience in wildlife or related natural resource field is preferable. College education in science related field in preferable. Must possess a <b>Valid Utah Driver's License</b> and able to obtain a Tribal Driver Licenses. Must be 21 years of age or older. Must be in good physical condition. Must be honest, trustworthy and possessing or otherwise restricted from firearms. Must not have been convicted of a felony or domestic violence.</p>		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-62	Red Pine	Male House Manager	<b>May 21, 2019</b>
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 RTD ensure the resident's atmosphere is safe and productive for their treatment needs. Must have knowledge 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.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-63	Mosquito Abatement	Mosquito Control Tech.	<b>May 21, 2019</b>
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 the Utah Department of Agriculture Non-Commercial Pesticide Applicators License in the Public Health Category.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-64	Building Inspector	Building Inspector	<b>May 21, 2019</b>
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. Four years' experience in working in the construction trades as an inspector, tradesman, or plan reviewer. A Bachelor's degree from an accredited college or university in the related construction trade is preferred. Must be able to obtain within a year of hire the following certificates: an active IRC Residential Certification and / or IBC Commercial Building Inspector Certification.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-66	Custodian	White rocks Community Custodian	<b>May 21, 2019</b>
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' experience in custodial operations. Ute Language a plus. Knowledge of Basic Computer skills, bookkeeping, standard office equipment. Operate vehicles and power equipment. Knowledge of Power tools. Work in all-weather elements. Cleaning equipment supplies, and safety Procedures. Basic repairs and carpentry skills.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-67	Victim of Crime	Victim Advocate	<b>May 21, 2019</b>
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. 1-2 years, experience in human service is preferred, but not required. Basic knowledge and understanding in human relations is essential. Knowledge in office work, i.e. booking, filing, etc.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-68	Adult Court	Court Administrator	<b>May 21, 2019</b>
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.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 21, 2019</b>
2019-69	Adult Court	Traffic Arraignment Clerk	
Qualifications:	High School Diploma or G.E.D., Associates Degree preferred and /or legal training. Requires a minimum of Two (2) years court clerk experience. Ute Language a plus. Never been convicted of a felony or been convicted of a misdemeanor in the past year. Working knowledge and/or experience of legal and court terminology, court practices, procedures, organization and jurisdictional requirements of the court system; Standard record keeping and office practices; Proficient with Microsoft Office Suite and Justware. Use proper grammar, spelling and punctuation; Be attentive to detail.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 21, 2019</b>
2019-70	Adult Court	Secretary / Receptionist	
Qualifications:	High school graduate or equivalent. Requires a minimum of two (2) years' experience or equivalent combination of training & education. Ute language a plus. Working knowledge and/or experience of court procedures, Tribal Law & Order Code, and other applicable law; Standard record keeping practices; Proficient with Microsoft Office Suite and <i>Just ware</i> program. Must possess a valid Utah State Driver's License and <i>qualify</i> for a Ute Tribe Driver License. Use proper grammar, spelling and punctuation; Be attentive to detail; Operate standard office equipment, word processing, data entry and basic spreadsheets; Communicate effectively verbally and in writing. Compile and maintain accurate records and to exercise confidentiality; Exemplify professionalism and time management skills; Show initiative and exercise sound independent judgement with the realm of responsibilities, discretion, and confidentiality of court activities.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 21, 2019</b>
2019-71	Adult Court	Process Server	
Qualifications:	High school graduate or equivalent. Ute Language & Law matter a plus. Must possess a valid Utah State Driver's License and <i>qualify</i> for a Ute Tribe Driver License. Read, write and verbally communicate effectively; Show initiative and exercise sound independent judgement in the realm of responsibilities, discretion, and confidentiality of court activities; Work effectively with staff, the public and other agencies in a positive and objective manner. Successful candidate shall be bonded, at the tribe's expense in amounts determined by the Business Committee to secure the honest performance of their duties. Never been convicted of a felony or been convicted of a misdemeanor in the past year.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 21, 2019</b>
2019-72	Adult Court	Financial Clerk	
Qualifications:	High school graduate or equivalent; Two (2) years administrative or court experience; OR any equivalent combination of education and experience. Ute language a plus Office practices (filing, record keeping, computer skills); The 638 Contracting Procedures; Tribal Court system pursuant to the Tribal Law & Order Code; Proficient with Microsoft Office Suite and <i>Just ware</i> . Effectively communicate verbally and writing; Prepare financial and narrative reports; Show initiative and exercise sound independent judgement in the realm of responsibilities, discretion, and confidentiality of court activities; Never been convicted of a felony or been convicted of a misdemeanor in the past year.		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b> <b>May 21, 2019</b>
2019-73	Adult Court	Criminal Clerk	
Qualifications:	High school graduate or equivalent. Associates Degree preferred and/or legal training. Requires a minimum of two (2) years' experience or equivalent combination of training & education. Ute language a plus. Office practices (filing, record keeping, computer skills); The 638 Contracting Procedures; Tribal Court system pursuant to the Tribal Law & Order Code; Proficient with Microsoft Office Suite and <i>Just ware</i> Use proper grammar, spelling and punctuation; Be attentive to detail; Compile and maintain accurate records; Communicate effectively verbally and in writing; Operate standard office equipment, word processing, data entry and basic spreadsheets; Work independently; Exercise confidentiality. Never been convicted of a felony or been convicted of a misdemeanor in the past year.		

<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-74	Adult Court	Civil Clerk II	<b>May 21, 2019</b>
<b>Qualifications:</b>	<p>High school graduate or equivalent. Associates Degree preferred and/or legal training. Ute language a plus. And/or experience of court procedures, Tribal Law &amp; Order Code, and other applicable laws. Standard record keeping practices. Standard knowledge of office practices and procedures. Proficient with Microsoft Office Suite and <i>Justware</i>. Use proper grammar, spelling and punctuation. Communicate effectively verbally and in written form. Ability to establish priorities in completing daily assignments in a timely and accurate manner. Be attentive to detail. Ability to work and maintain effectively working relationships with staff, public, agencies, and court officials in a timely and accurate manner. Handle difficult and emotional situations with the public. Operate standard office equipment, word processing, data entry and basic spreadsheets. Exemplify professionalism. Show initiative and exercise sound independent judgement in the realm of responsibilities, discretion, and confidentiality of court activities. Never been convicted of a felony or been convicted of a misdemeanor in the past year.</p>		
<b>Announcement #:</b>	<b>Department</b>	<b>Position</b>	<b>Closing Date:</b>
2019-75	Juvenile Court	Judge	<b>May 21, 2019</b>
<b>Qualifications:</b>	<p>Legal or Judicial training knowledge of the Ute Tribe Juvenile codes and U.S Law regarding Indians. A good understanding of Indian Child Welfare Act. Ability to work with other Tribal organizations, state, federal agencies. Experience in Tribal Juvenile Courts or other courts or limited Jurisdiction. Preferred (2) or more years' experience. Never committed a felony or been convicted of a misdemeanor in the past. Must poses 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>
2019-76	Tribal Law Enforcement	Police Officer	<b>May 21, 2019</b>
<b>Qualifications:</b>	<p>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.</p>		