



Ute Indian Tribe

Job Vacancy

Announcement: March 6, 2018 –March 20, 2018

(Note: Tribal Preference will be exercised)

Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician (pending funding availability)	March 20, 2018
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.</p>		
Announcement #:	Department	Position	Closing Date:
2017-084	Ute Family Services	Guardian Ad Litem	March 20, 2018
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>		
Announcement #:	Department	Position	Closing Date:
2017-097	Fish & Wildlife	Fishery Biologist I	March 20, 2018
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.</p>		
Announcement #:	Department	Position	Closing Date:
2018-25	Accounting	Financial Reporting Officer	March 20, 2018
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>		

Announcement #:	Department	Position	Closing Date: March 20, 2018
2018-27	Social Service	Financial Officer Title IV-E Specialist	
Qualifications:	Master Degree in public policy, Business Administration, Public Accountant or other closely related fields. Two years relevant work experience in the Title IV-Eligibility; two years successful grants management experience, Familiarity with federal entitlement programs.		
Announcement #:	Department	Position	Closing Date: March 20, 2018
2018-28	Fish & Wildlife	Conservation Officer	
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.		
Announcement #:	Department	Position	Closing Date: March 20, 2018
2018-29	Natural Resource Sclerocactus Plan	Botanist (Contingent on Funding in Account)	
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.		
Announcement #:	Department	Position	Closing Date: March 20, 2018
2018-30	Water System	Treatment Plant Operator	
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 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.		
Announcement #:	Department	Position	Closing Date: March 20, 2018
2018-32	Tribal Courts	Public Defender	
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.		

Announcement #:	Department	Position	Closing Date:
2018-33	Oil & Gas Realty	Realty Specialist	March 20, 2018
Qualifications:	High School Diploma or G.E.D. Incumbent must pass a favorable and final BIA Security Clearance to hold this position. Must poses 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.		
Announcement #:	Department	Position	Closing Date:
2018-34	Red Pine	Male House Manager	March 20, 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:
2018-35	Red Pine	Male House Manager	March 20, 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. Experience in office management and business training in either college or a vocational school and great communication. Knowledge of Tribal Juvenile Court Procedures. The ability to communicate effectively. Clerical skills, Computer skills,		
Announcement #:	Department	Position	Closing Date:
2018-36	F&W Parks	Outdoor Technician (Seasonal)	March 20, 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. Be able to lift heavy items over 50 pounds. Knowledge of Tribal land boundaries. Knowledge of Tribal Land boundaries. Be able to read and understand tribal laws and ordinances pertaining to the Fish & Wildlife Department.		
Announcement #:	Department	Position	Closing Date:
2018-37	Adult Court	Chief Judge	March 20, 2018
Qualifications:	Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. 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. Ability to speak and understand the Ute Indian language preferred. Comprehensive knowledge of the laws of the Ute Tribe as prescribed by the Ute Tribal Codes; knowledge of the rules of civil and criminal procedures adopted by the courts of the Ute Tribe; knowledge of the Indian Civil Rights Act; knowledge of the general rules governing the interpretation of laws; comprehensive knowledge of established administrative procedure of the Office of the Judiciary; knowledge of the Ute customs and traditions and history of the Ute Tribe.		
Announcement #:	Department	Position	Closing Date:
2018-38	Homeland Security Emergency Management	Secretary I	March 20, 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. Administrative and /or Business Certificate preferred. Must be willing to continue education. Knowledge in National Incident Management system (NIMS). Must have a strong backgrounds in accounting skills. Must be able to operate a computer in Excel, Word Perfect, and Power Point Programs to create specialized reports, graphics, data bases, spread sheets and other related specialties.		

