



Ute Indian Tribe

Job Vacancy

Announcement: August 29, 2017 – September 12, 2017

(Note: Tribal Preference will be exercised)

Announcement #:	Department	Position	Closing Date:
2017-019	Tribal Courts	Bailiff	September 12, 2017
Qualifications:	<p>High School Diploma or G.E.D, Valid Utah Driver's license must be able to obtain a tribal license. Working knowledge of court procedures. Ability to communicate with public. Must be 21 years of age or older. Never have committed a felony or been convicted of a misdemeanor in the past year. Must be a certified police academy graduate.</p>		
Announcement #:	Department	Position	Closing Date:
2017-046	Prosecution	Tribal Prosecutor	September 12, 2017
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:
2017-063	Big Game Enhancement	Range Tech / Bison I	September 12, 2017
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Must have 1 year in a supervisory position or 3 years' experience in big game management and / or range management. 2 years college in biological science related field is preferable. Must be 21 years of age. Must not be restricted from owning, possession or otherwise restricted form firearms. Must not have been convicted of a felony or domestic violence. Must be in good physical condition.</p>		
Announcement #:	Department	Position	Closing Date:
2017-069	Fish & Wildlife	Seasonal Wildlife Tech.	September 12, 2017
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Experience in the wildlife or related natural resource field. College education in science related field is preferable. Must be in good physical condition. Must be 21 years of age or older. Must not be restricted from firearms or been charged of domestic violence.</p>		

Announcement #:	Department	Position	Closing Date:
2017-079	Grievance Committee	Members (2) Non-tribal members (1) Tribal member	September 12, 2017
Qualifications:	The Personnel department is in need of a Grievance committee. The Committee is made up of three (3) members, two (2) must be non-tribal members and one must be a tribal member. Must not be employed by the Ute Indian Tribe may serve on the Grievance Committee. If you are interested or know of anyone who may be interested, please contact the Personnel Department. Committee members will be selected by the Business committee.		
Announcement #:	Department	Position	Closing Date:
2017-080	UTERO	Compliance Officer	September 12, 2017
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Must have working knowledge of Ute Tribal government and the Ute tribal court system. Must have a working familiarity with the general laws and codes impacting the Ute Indian tribe. Knowledge of legal descriptions and the boundaries of the reservation. Knowledge of a two-way radio and codes. Excellent attendance positive communication skills and excellent organizational skills.		
Announcement #:	Department	Position	Closing Date:
2017-082	Natural Resource Sclerocactus plan	Seasonal Biological Technician	September 12, 2017
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.		
Announcement #:	Department	Position	Closing Date:
2017-084	Ute Family Services	Guardian Ad Litem	September 12, 2017
Qualifications:	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.		
Announcement #:	Department	Position	Closing Date:
2017-085	Security	Security Officer	September 12, 2017
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.		

Announcement #:	Department	Position	Closing Date:
2017-086	Transit	Transit Bus Driver	September 12, 2017
Qualifications:	<p>High School Diploma or G.E.D, Valid Utah Driver's license must be able to obtain a tribal license. Two years of driving in related field. Knowledge of bus driving and transporting people. Must have basic CPR and First Aid training, and keep current with refresher course. Must follow written and verbal instructions at all times. Must be able to make travel and training reports effectively. Commercial drives license with passenger endorsements. Must pass a Department of Transportation (DOT) physical examination before hire and be subject to renewal every two years or as needed.</p>		
Announcement #:	Department	Position	Closing Date:
2017-087	Red Pine	Male House Manager	September 12, 2017
Qualifications:	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. This is a full time 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 poses computer skills and have working knowledge of Microsoft software.</p>		
Announcement #:	Department	Position	Closing Date:
2017-088	Red Pine	Cook	September 12, 2017
Qualifications:	<p>High School Diploma or GED, Must possess a valid Utah State driver's license and able to obtain a tribal driver's license. Able to lift 50 LBS. Must be able to receive advance training for higher nutrition, also must be able to communicate effectively (verbal and written), A knowledge of Proper use of kitchen utensils and equipment, Knowledge of established regulations and guidelines concerning food and meal preparation and service, Ability to prepare and serve large quantities of food and or meals. Work practices includes, cleanliness, neatness and concerns or sanitation, also dexterity and safety procedures.</p>		
Announcement #:	Department	Position	Closing Date:
2017-089	Accounting	Financial Reporting Officer	September 12, 2017
Qualifications:	<p>High School Diploma or GED, Must possess a valid Utah State driver's license and able to obtain a tribal driver's license. 10 years Accounting & financial reporting. BA or BS in Accounting / Financing MS in Accounting. Experience developing and implementing Great Plains financial software, developing management and financial reporting templates, design of general ledger and corporate systems architecture required knowledge and experience in utilizing Great Plains tools such as integration, and add third party software, FRX and Sequel Reporting</p>		