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Ute Indian Tribe Job Vacancies

Announcement: January 5, 2021 – January 19, 2021

(Note: Tribal Preference will be exercised.

All salaries are DOE and subject to change.)

Announcement # 2020-048	POSITION: Prosecutor Department: Adult Court	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. 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 # 2020-049	POSITION: Public Defender Department: Adult Court	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. 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 poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	
Announcement # 2020-051	POSITION: Mortgage Officer Department: Ute Home Mortgage LLC	Salary: To Be Negotiated Hourly Rate: Classification: Full Time
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. Bachelor's degree or higher in finance, economics, accounting, or related field or comparable level of work experience as follows: <ul style="list-style-type: none"> • At least five (5) years of experience in the field of loan origination. • At least five (5) years of experience in a management position within a financial institution that engages in lending activities. • Must have a valid and active Mortgage Loan Originator License as defined in the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (Safe Act)(12 U.S.C. 5101-5116). • No criminal background involving fraud, dishonesty, a breach of trust, or money laundering. 	
Announcement # 2020-058	POSITION: Transportation Director Department: Tribal Transportation Program	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Two year's work experience in a similar position. Additional education and trainings may be substituted for work experience on a year to year basis. Computer skills such as work processing software (Microsoft word) and spreadsheet software (Microsoft Excel). Requires fieldwork to be performed at all times of the year. Traveling in remote areas on unimproved roads. Applicant must have the ability to operate vehicles in such an area and have sufficient map reading abilities to complete tasks and return safely.	

Announcement # 2020-061	POSITION: GIS Coordinator Department: GIS	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Bachelor degree in GIS, geography, computer science, or a closely related field. Four years of experience in a spatial data creation and maintenance environment. Progressive responsibilities and experience in DIS design, programming and development of GIS system. Knowledge, skills and abilities in using ESRI's ArcGIS Desktop and familiarity with ArcGIS Pro and ArcGIS online. Five years of experience in Coordinator positions developing a data base for multi departmental use.	
Announcement # 2020-062	POSITION: Chief Executive Officer Department: Ute Hemp LLC	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. Demonstrated professional experience, with a full spectrum of capabilities and experience for this role. Capability is most important so the position is open to exceptional candidates who have recently graduated from college, masters, PhDs, and especially former startup executives or founders. Background in business management with a focus on finance, marketing and government / retail sectors. Hemp industry experience is not expected nor is a requirement.	
Announcement # 2020-063	POSITION: Special Education Aide Department: Uintah River High School	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. Paraprofessional Certificate. Associate Degree preferred (or equivalent in college/university credits). Current Secondary teaching license with the applicable endorsements and prior teaching experience with diverse student populations are preferred. Experience with hands on science activities are preferred.	
Announcement # 2020-064	POSITION: JOM Tutor / Mentor (s) Openings Department: Education	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. (Preferably two years of college). Must have considerable knowledge in tutoring, academic tracking, and student support service. Computer skills are a must with ability to establish and maintain good relationship with American Indian Students, Parents, Teachers, and Coworkers. Excellent organizational skills and attention to detail.	
Announcement # 2021-03	POSITION: Clerk (am) Department: Administration	Salary: DOE Hourly Rate: Classification: Part Time
Qualifications:	Must be a high school graduate or GED equivalent. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Preferred experience in an office setting, but not required. Ability to perform routine clerical work. Ability to operate office machinery, such as: computer, copy/fax machine, etc. Ability to establish and maintain an effective working relationship with employees, other agencies, and the general public. Have a positive and courteous demeanor overall. Knowledge of all secretarial duties.	
Announcement # 2021-04	POSITION: 505 SPO Coordinator Department: Fish & Wildlife Administration	Salary: 30,000 – 35,000 Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Familiarity with basic accounting principles. Proficient in Microsoft Office Suite, bookkeeping software, strong typing skills; Standard office equipment. Ability to read and communicate effectively verbally and written. Work effectively verbally and written; Work effectively with staff, the public and other agencies in a timely and accurate manner; Show initiative and exercise sound independent judgement within the scope of responsibilities and discretion.	

Announcement # 2021-06	POSITION: Health & Wellness Court Judge Department: Tribal Courts	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. J.D. from an ABA accredited law school with minimum the (5) years' experience as a practicing attorney or two (2) years' experience as a Judge. Utah Licensed Attorney or eligible. No felony or misdemeanor convictions in the past year. Preference for experience working in tribal justice systems and familiarity with PL 638 Contracts and procurement of federal grants. Knowledge of Federal Indian and criminal law.	
Announcement # 2021-07	POSITION: Licensed Clinician Department: Alcohol / Substance Abuse Prevention Program	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Master's Degree or SUDC (Substance Use Disorder Counselor) Licensure. Certified Social Worker (CSW) Associate Clinical Mental Health Counselor (ACMHC), Associate Marriage & Family Therapist (AMFT) or Utah State Certified Substance Use Disorder Counselor (SUDC).	
Announcement # 2021-09	POSITION: Dialysis Driver Department: Painted Horse Transport	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. Must be able to lift 50 lbs. or more. Must have reliable transportation. Complete HIPPA and confidentiality training yearly. Must maintain patient confidentiality training yearly. Must maintain patient confidentiality at all times due to nature of position. Must adhere to the Tribal Vehicle Use Policy. Must conduct self in manner that is favorable to the Ute Indian Tribe	
Announcement # 2021-10	POSITION: Maintenance Supervisor Department: UITDHE	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. An associate's or technical degree in carpentry, Construction, or a closely related field is preferred. Be able to provide necessary certification as required. Must be proficient with Microsoft Office applications. Must be able to direct and participate in all maintenance activities as needed. Must be able to direct and perform landscaping duties surrounding housing units. Working knowledge and ability to use hand and power tools and equipment. Able to physically lift over 50 lbs. Ability to execute and supervise all housing tasks given by the housing director.	
Announcement # 2021-11	POSITION: Maintenance Worker (2) Positions Department: UITDHE	Salary: DOE Hourly Rate: Classification: Part Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. Must be able to lift 50 lbs. or more. Must participate in all maintenance activities as needed. Must perform general landscaping duties surrounding housing units. Working knowledge and ability to use hand and power tools and equipment. Ability to follow formal and informal directions from superiors. Ability to prioritize and use time effectively and efficiently. Working knowledge of using Microsoft office applications. Ability to work with other employees with the goal of completing a given task. Ability to professionally interact with general public, especially tenants of the housing authority program.	

Announcement # 2021-12	POSITION: Associate Judge Department: Tribal Courts	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. J.D. from an ABA accredited law school with minimum the (5) years' experience as a practicing attorney or two (2) years' experience as a Judge. Utah State Licensed Attorney or eligible. Now felony or misdemeanor convictions in the past year. Preference for experience working in tribal justice systems and familiarity with PL 638 Contracts.	
Announcement # 2021-13	POSITION: Advocate Department: Victims of Crime	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. 1-2 years experiences in human services is preferred, but not required. Basic Knowledge and understanding in human relations is essential. Knowledge in office work, i.e. booking, filing, etc.	
Announcement # 2021-14	POSITION: Payroll Clerk Department: Accounting	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or equivalent; G.E.D. Must work well with the public. Must be knowledgeable and able to work with Great Plains. Familiarity with employment law and the Ute Tribe Personnel Manual are a bonus. Ability to explain payroll policies and procedures to a wide variety of individuals and groups. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must be a team player and work well under stress. Must be familiar with all office equipment, fax, copier machine, calculator and scanner. Balances accounts pertaining to payroll and checks and compares totals of each department with payroll journal total. Utilizes Great Plains for the entry of payroll information. Examines computer print outs for accuracy and completeness. Prepares payroll from time cards or other records; submits payroll authorizations and supporting documents for pay warrant preparation.	
Announcement # 2021-15	POSITION: Laborer Department: Agriculture / Cattle	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or equivalent; G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Feeding Animals. Must be able to handle strenuous physical exertions. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking stooping, and handling of materials. Communicating with Supervisors, Peers – Providing information to supervisors and co-workers by telephone, in written form, e-mail or in person. All other duties as assigned. Ability to operate/maneuver equipment that is specific to employment. Enforces laws and regulations pertaining to livestock identification, Visually inspect livestock for ownership brands, marks, and physical characteristics; inspects animals in the field, at feedlots, sale yards, and slaughterhouses. Able to work extended hours, which might include weekends/holidays. Work outdoors in inclement weather.	
Announcement # 2021-16	POSITION: Clinical Assistant Department: Alcohol / Substance Abuse Prevention Specialist	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. additional degrees and/or certifications in Secretarial preferred. Minimum of one year previous employment in an office environment or similar settings. Must have a minimum of (6) months free from any substance use. Knowledge of basic first aid and CPR. Must have experience with Microsoft Excel, for data collection purpose. Must have experience in filing and recordkeeping. Must have excellent interpersonal skills and be self-motivated.	

Announcement # 2021-17	POSITION: Warehouse Foreman Department: Food Distribution	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. Must be able to obtain and maintain a Food Handlers permit and Forklift Certification. Have the ability to perform a variety of duties required in the storage, stocking and distribution of commodities. Ability to comprehend, interpret and follow written and oral instructions, ability to perform duties and assignments at maximum with minimum supervision. Ability to communicate orally, ability to establish priorities. Coordinate and plan warehouse activities. Ability to operate a computer. Ability to operate electric forklift, electric pallet jack and ability to physically lift 50 pounds and over. Must be able to stand for long periods of time and must be able to interact with others.</p>	
Announcement # 2021-18	POSITION: Secretary Department: Food Distribution	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have High School Diploma or equivalent; G.E.D. 1 + years of experience in a secretarial role preferred. Knowledge of all clerical duties. Excellent written and verbal communication skills. Proficient with Microsoft Office.</p>	