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Ute Indian Tribe Job Vacancies

Announcement: October 6, 2020 – October 20, 2020

(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 # 2020-055	POSITION: Grounds Keeper Department: Ute Tribally Designated Housing Authority	Salary: To Be Negotiated Hourly Rate: Classification: Part 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. Operating lawn mower, string trimmer, watering, fertilize, as well as lawn surrounding building and sidewalks and related areas. Participate in other maintenance activities as needed. Perform other duties as needed. Knowledge of methods and material used in grounds and landscape area construction and maintenance work. Working knowledge and ability to use hand and power tools and equipment. Physical fit. Ability to follow oral and written directions. Must be self-motivated, able to use time effectively and efficiently. Proven ability to work with other employees and general public with tact and Courtesy.	

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 # 2020-060	POSITION: PUBLIC SAFETY DISPATCH Department: BIA/OJS Public Safety Dispatch	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	Must be a high school graduate or GED equivalent. Practical knowledge of standardized Law Enforcement Telecommunication systems. Knowledge of the Privacy Act. Skill in interacting effectively and professionally with the public, supervisor and co-workers. Knowledge of Federal Communication commission regulations. Dispatcher must possess mental and emotional stability, normal hearing and have no physical or personal impairment. Must clear a criminal background check	
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 # 2020-065	POSITION: Part Time Dispatcher Department: Fish & Wildlife Law Enforcement	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>Must be a high school graduate or GED equivalent. Must be 21 of age or older. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license preferably Class C. Individuals must be a high moral character; have ability to work in stressful situations; have capacity for effective public relations; be honest, trustworthy, and possess sound judgement. Must be able to clear background investigation. The applicant must receive a satisfactory background clearance. Must be a drug and alcohol test. Will be expect to conduct themselves in a manner in accordance with department Code of Ethics, policies and standards both on and off duty. Will be required to work extra hours during the Hunting Season. Must be prompt to getting to work.</p>	
Announcement # 2020-066	POSITION: Wildlife Investigator Department: Fish & Wildlife Law Enforcement	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>Must be a high school graduate or GED equivalent. Must be 21 of age or older. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must be able to apply and obtain Law Enforcement Commission Card. Three years of Law Enforcement experience or Two years, experience in a position as or equivalent to Conservation Officer. Knowledge of Federal Law, State Law and Tribal Law pertaining to Fish & Wildlife management. Knowledge of tribal land boundaries and main and secondary roads. Knowledge of Law Enforcement Principles and procedures. Must pass Indian Police Academy completed within that one year of employment or have already retained Law Enforcement Certificate.</p>	
Announcement # 2020-067	POSITION: Conservation Officer Department: Fish & Wildlife Law Enforcement	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>Must be a high school graduate or GED equivalent. Must be 21 years of age or older. Must possess a Valid Utah Driver's License, 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. 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>	
Announcement # 2021-01	POSITION: Enterprise Clerk Department: Human Resource	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>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. Strict confidentiality is required. Ability to communicate effectively at a level required for successful job performance. Ability to interpret and explain tribal ordinance, regulations, and personnel policies and procedures to a wide variety or individuals and groups. Must work well with the public. Must have knowledge of all office equipment. Must have knowledge of all secretarial duties.</p>	

Announcement # 2021-02	POSITION: Clerk (pm) Department: Administration	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>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.</p>	
Announcement # 2021-03	POSITION: Clerk (am) Department: Administration	Salary: DOE Hourly Rate: Classification: Full Time
Qualifications:	<p>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.</p>	