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## Ute Indian Tribe Job Vacancies

**Announcement: August 25, 2020 – September 8, 2020**

*(Note: Tribal Preference will be exercised.*

*All salaries are DOE and subject to change.)*

<b>Announcement #</b> 2020-051	<b>POSITION:</b> Mortgage Officer <b>Department:</b> N/A Ute Home Mortgage LLC	<b>Salary:</b> <b>To Be Negotiated</b> <b>Hourly Rate:</b> <b>Classification:</b>
<b>Qualifications:</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• At least five (5) years of experience in the field of loan origination</li> <li>• At least five (5) years of experience in a management position within a financial institution that engages in lending activities.</li> <li>• 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).</li> <li>• No Criminal background involving fraud, dishonesty, a breach of trust, or money laundering.</li> </ul>	
<b>Announcement #</b> 2020-052	<b>POSITION:</b> Director <b>Department:</b> Fish & Wildlife	<b>Salary:</b> <b>DOE</b> <b>Hourly Rate:</b> <b>Classification:</b>
<b>Qualifications:</b>	<p>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. Must have completed and passed the Indian Police Academy Conservation Enforcement Training or Equivalent. Pass an extensive Criminal Background check.</p> <ul style="list-style-type: none"> <li>• Have supervisory training. Knowledge of the 2 way radio system and codes.</li> <li>• Have knowledge of the Federal, State and Tribal Laws &amp; Ordinance pertaining to the Fish &amp; Wildlife Management.</li> <li>• Knowledge of Tribal Land boundaries and main roads. Skilled handling firearms and conducted field studies. Ability to establish and maintain effective working relationship with fellow Tribal employees, Tribal Officials, State, Federal and the public.</li> </ul>	
<b>Announcement #</b> 2020-053	<b>POSITION:</b> Natural Resource <b>Department:</b> Director	<b>Salary:</b> <b>To Be Negotiated</b> <b>Hourly Rate:</b> <b>Classification:</b>
<b>Qualifications:</b>	<p>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 in Natural Resource or related field, two years of experience in the management of Tribal / Federal lands and 3 years in management of staff with supervisory skills.</p>	
<b>Announcement #</b> 2020-054	<b>POSITION:</b> Social Service <b>Department:</b> Director (LCSW) – Certified	<b>Salary:</b> <b>To Be Negotiated</b> <b>Hourly Rate:</b> <b>Classification:</b>
<b>Qualifications:</b>	<p>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. Master's Degree from accredited school of Social Work or related field, and meets State certification requirements. Two (2) years, experience in social work. Three (3) years supervisory experience. Ute language a plus.</p>	

<b>Announcement #</b> 2020-055	<b>POSITION:</b> Grounds Keeper <b>Department:</b> Ute Tribally Designated Housing Authority	<b>Salary: To Be Negotiated</b> <b>Hourly Rate:</b> <b>Classification: Part time</b>
<b>Qualifications:</b>	<p>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.</p>	
<b>Announcement #</b> 2020-056	<b>POSITION:</b> Security Officer <b>Department:</b> Security	<b>Salary: 30,240.00</b> <b>Hourly Rate: 18.17</b> <b>Classification: Full time</b>
<b>Qualifications:</b>	<p>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. Some experience in police or security field. Must be willing to work various shifts, holidays or as needed. Required to maintain flexible work schedule in order to accommodate weekend, evening shifts, holidays or as needed. Excellent supervisory skills. The Security Officer main objective is to protect all tribal property, employees, and equipment from a variety of hazards such as damaged property, unsafe work behavior, criminal activity, and to report unusual or suspicious activity.</p>	
<b>Announcement #</b> 2020-048	<b>POSITION:</b> Prosecutor <b>Department:</b> Adult Court	<b>Salary: DOE</b> <b>Hourly Rate:</b> <b>Classification: Full Time</b>
<b>Qualifications:</b>	<p>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.</p>	
<b>Announcement #</b> 2020-049	<b>POSITION:</b> Public Defender <b>Department:</b> Adult Court	<b>Salary: DOE</b> <b>Hourly Rate:</b> <b>Classification: Full Time</b>
<b>Qualifications:</b>	<p>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 &amp; 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.</p>	

<b>Announcement #</b> 2020-050	<b>POSITION:</b> Tribal Police Officer <b>Department:</b> BIA/OJS Law Enforcement	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Two years of successfully completed study at an accredited school above the high school level, which included at least 12 semesters hours in police administration, police law and evidence, police investigation, criminology, law enforcement, general law, or similar subject closely related to police our guard work must have been included in the substituted education. Successful completion of a full four year course of study required B.S. degree in police science or a comparable degree for an accredited school above the high school level.</p>	
<b>Announcement #</b> 2020-033	<b>POSITION:</b> Executive Director <b>Department:</b> Ute Tribe Designated Housing Authority	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b>Qualifications:</b>	<p>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. Five years of progressive responsible experience in an administrative or management position, preferably related to low income housing development and / or management. Graduation from a two year college or four year University with a degree in Public or Business Administration, Political Science or related field; Worked with a Housing Authority as a Housing Supervisor or in a middle management position for a t least three years. Indian Preference will be exercised.</p>	
<b>Announcement #</b> 2020-051	<b>POSITION:</b> Transportation Director <b>Department:</b> Tribal Transportation Program	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b>Qualifications:</b>	<p>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 field work 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.</p>	
<b>Announcement #</b> 2020-052	<b>POSITION:</b> Office Manager <b>Department:</b> UTERO	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Must be a Notary public or take a Notary class. Must be willing to work under pressure. Must be competent in the use of computers and have a working knowledge of Microsoft Word, Excel, Outlook and other Microsoft office software. Ability to exercise professionalism and quality customer service at all times. Must have excellent organization and time management skills. Knowledge of all secretarial duties.</p>	
<b>Announcement #</b> 2020-053	<b>POSITION:</b> Warehouse Help / Custodian <b>Department:</b> Food Distribution Program	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Must be able to obtain and maintain a Food handlers Permit. 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. Help coordinate and plan warehouse activities. Applicant must be readily available to take training as directed. Have ability to operate computer. 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>	

<b>Announcement #</b> 2020-052	<b>POSITION:</b> Tribal Dispatch <b>Department:</b> BIA/OJS Law Enforcement	<b>Salary:</b> DOE <b>Hourly Rate:</b> <b>Classification:</b> Full Time
<b><u>Qualifications:</u></b>	<p>High School Diploma or G.E.D, Driver's License, Must be able to obtain a Tribal License. Must pass a BIA Background investigation for BIA Computer System &amp; IMARS access. This position may require travel from the normal duty stations to attend necessary training as required. The employee is required 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 be physically fit.</p>	