



**Ute Indian Tribe
Job Vacancies**

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Announcement: January – OPEN TILL FILLED

*(Note: Tribal Preference will be exercised.
All salaries are DOE and subject to change.)*

Announcement # 2023-132	POSITION: HOME HEALTH AIDE Department: Senior Citizens	Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Diploma or G.E.D, must have High School Diploma or equivalent; G.E.D. Must work well with the public. Be a Certified Nursing Assistant. (CNA) Hold CPR, First Aid Card. Have a Food Handler's permit Must possess a valid Utah State Driver License and qualify for a Ute Tribe Driver License Driving history must meet insurance carrier requirements. Must pass a pre-employment drug test and take a random drug test when required. Must pass a Criminal Background Check. Must not have been convicted of any criminal offenses. Must successfully complete a three (3) month's probationary period during which the incumbent will be evaluated for satisfactory performance of typical duties listed.	
Announcement # 2023-148	POSITION: MALE HOUSE MANAGER (3) POSITIONS Department: Red Pine	Classification: Full Time / 64 Hrs.
Qualifications:	Must Have Driver's license Must have or obtain following employment; Food Handlers Permit and First Aid & CPR Certification	
Announcement # 2023-155	POSITION: LICENSED CLINICIAN Department: UIT Alcohol/Substance Abuse Prevention Program	Classification: Full Time / 80 Hrs.
Qualifications:	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 # 2023-162	POSITION: DIRECTOR Department: Water System	Classification: Full Time / 80 Hrs.
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. College degree in Engineering, Building Administration or related field; or at least five (5) Years of increasingly responsible experience in public works maintenance and repair at a journey or lead level. Must work well with the public	
Announcement # 2023-180	POSITION: CLINICAL DIRECTOR Department: Alcohol / Substance Abuse Prevention Program.	Classification: Full Time / 80 Hrs. Tribal
Qualifications:	Must possess Master Degree in Social Work or equivalent. Must possess a valid LCSW or equivalent in the State of Utah and must maintain licensure requirements for entire duration of position. Must have a supervisory experience and must have two years, experience in clinical setting.	

Announcement # 2023-195	POSITION: Teacher Department: HEAD START	Classification: 80/ Full Time
Qualifications:	<p>Minimum Qualifications: A Child development associate (CDA), Associate Degree in Early Childhood Education, or in a related field with coursework equivalent to a major relating to early childhood education or must be enrolled, or be willing to enroll, in coursework leading to a Child development Associates or bachelor's degree in Early Childhood Education, or in a related field.</p> <p>A minimum of one (1) year of classroom experience teaching preschool-age children of preschool age; three (3) years preferred. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR, First Aid, Universal Precautions, and Food Handlers permit, or willingness to complete these four training within one month of hire.</p>	
Announcement # 2023-197	POSITION: Maintenance Supervisor Department: HEAD START	Classification: 80/ Full Time
Qualifications:	<p>Minimum Education: High School Diploma Minimum Experience: Two (2) years paid experience in providing maintenance/upkeep of faculties, vehicles and equipment.</p> <p>Certificates or License: Clearance on background, drug and alcohol test. Medical examination denoting good mental health and physical health; and current CPR/First Aid/ and universal precautions or the willingness to complete these trainings/certifications within 30 days of hire; and a valid Driver's License.</p>	
Announcement # 2023-199	POSITION: Cook (2) Department: HEAD START	Classification: 64/ Full Time
Qualifications:	<p>Minimum Education: High School Diploma or GED. Minimum Experience: NONE</p> <p>Certificates or License: Current Food Handler's Permit; Clearance on background, drug and Alcohol test conducted by the Ute Indian Tribe; medical examination denoting good mental health and physical health; clearance on required TB testing; Current CPR, First Aid, Universal Precautions, or willingness to complete these trainings one month of hire.</p>	
Announcement # 2023-202	POSITION: Ranger Department: NATURAL RESOURCE DEPT.	Classification: 64/ Full Time
Qualifications:	<p>Must possess valid Utah state driver license and qualify for Ute Tribe Driver License. Driving history must meet insurance carrier requirements. Must pass Criminal Background Check. Must pass Pre-Employment Drug Test and will be subject to random testing. Must successfully complete probationary period during which employee will be evaluated for satisfactory of typical duties listed. High School Diploma or GED. Associates Degree or Certificate (2-year) in Environmental or Natural Resources or in a closely related field. May substitute four year's work experience. In environmental or natural resource for the two-year Associates Degree or Certificate.</p>	
Announcement # 2023-207	POSITION: School Resource Officer Department: BIA/OJS LAW ENFORCEMENT	Classification: 40+/ Full Time
Qualifications:	<p>Knowledge of applicable federal, state and tribal codes used in pursuing and convicting perpetrators in the appropriate court. Knowledge of skill of law of arrest, probable cause and search and seizure issues used in the enforcement of laws and in the school setting. Knowledge of law enforcement operations, duties and responsibilities. High School Diploma or GED equivalent. Must possess Valid Utah operator's license. Must pass physical examination by the Medical doctor. Must have an acceptable criminal records check by fingerprints classification through UCJIS and NCIC. Must become law enforcement certified from the Federal Law Enforcement Training Center Indian Police Academy within one year of employment. Must become a certified School Resource Officer within one year of employment. School Resource Officer will work during special events, evenings and weekends as needed and being on call 24/7. Subject to be placed on rotating schedule including morning, swing & graveyard shift or as needed when school on summer break. Completion in two-year college in Administration of Justice or equivalent or prior experience as a law enforcement officer.</p>	

Announcement # 2023-210	POSITION: Probation Officer Department: Adult Probation & Parole	Classification: 32/ Full Time
Qualifications:	Must possess valid Utah state driver license and qualify for Ute Tribe Driver License. Must be able to pass a criminal background check. Must pass pre-employment drug/alcohol test. Must have High School Diploma or GED. Knowledge of the principals and practices of administrative functions and planning. Ability to plan direct and organize various activities within the program. Must be able to operate a computer, fax, Xerox and telephone.	
Announcement # 2023-212	POSITION: Health and Safety Specialist Department: Head Start	Classification: 80/ Full Time
Qualifications:	Bachelor's Degree in Public Health, Nursing, Health Education or a closely related degree. CACFP Certifications; Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; current CPR, First Aid, Universal Precautions, and Food Handler's permit, or willingness to complete these four trainings within one month of hire and a valid Utah Driver's License. Knowledge of maternal and child health, public health, nursing, health education, and/or health administration. Skills in Verbal and written communication. Skills in applying problem-solving strategies and in exercising professional judgement. Skills in the use of technology to effectively manage data and information. Awareness of and ability to work with low-income populations and diverse ethnic cultures and maintain confidentiality. Ability to complete forms and reports correctly and on time as required.	
Announcement # 2023-213	POSITION: Warehouse Foreman Department: FOOD DISTRIBUTION PROGRAM	Classification: 80/ Full Time
Qualifications:	Qualifications: Must have a high school diploma or GED. Must be able to obtain and maintain a TDL in order to operate department vehicle. 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, 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. Applicant must be readily available to take training as directed. Have ability to operate computer. Ability to operate electric fork lift, 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.	
Announcement # 2023-218	POSITION: Monitor Technician Department: Air Quality	Classification: 80/ Full Time/Tribal
Qualifications:	Preferred experience and or background in the Air Quality and or Environmental field; preferred experience in air analyzers and meteorological equipment operations, maintenance and repair; mechanically inclined: knowledge of Excel or comparable spreadsheet programs; Must be able to lift 50lbs and work outdoors in all climates as needed; Pass criminal background check. Pass pre-employment and random drug tests. Possess valid Utah Driver's License. High School Equivalent. College Degree Preferred or work experience equivalent.	
Announcement # 2024-001	POSITION: Land Use Clerk Department: Natural Resources Dept.	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School Graduate or GED certificate. One or two years of clerical experience. Must pass a pre-employment drug/alcohol test. Must pass criminal background check. Must successfully pass a three (3) month probationary period. Must Possess Valid Utah Driver's License and qualify for a Ute Tribe Driver License. Driver history must meet insurance carrier requirements.	

Announcement # 2024-002	POSITION: CHR Department: Community Health Representatives	Classification: Full Time / 80 Hrs./Grant
Qualifications:	<p>Must possess a valid Utah State Driver's License and qualify for a Ute Tribe Driver License. Driving history must meet insurance carrier requirements. Must pass a Pre-employment drug test and take a random drug test when required. Must pass a Criminal Background Check. Must Successfully Complete a Three (3) months' probation period during which the incumbent will be evaluated for satisfactory performance of typical duties listed. Must have High School Diploma or equivalent; G.E.D. One to Three years' experience as a health aid, medical assistant or nursing assistant.</p> <p>Will have one (1) year to acquire C.N.A Certification upon date of hire</p>	
Announcement # 2024-005	POSITION: Bailiff and Probation/Truancy Officer Department: Juvenile Courts	Classification: Full Time / 32 Hrs./Tribal
Qualifications:	<p>Considerable knowledge of the Tribal Law & Order and Ordinance. Considerable knowledge of writing legal petitions. Working knowledge of Ute Tribal customs. Ability to establish and maintain effective working relationships with clients, co-works, court staff and general public. Worker must have a phone at times receive calls from police dept. Must have a Valid Utah Driver's License. A non-user of alcohol and drugs. Be required to pass a background check. High School graduate or GED certificate or one (1) year of school related activity within the basin, past or prior employment work with youth in the communities. One (1) year of probation or Social Work experience or equivalent combination of education and experience.</p>	
Announcement # 2024-006	POSITION: Director Department: Social Service	Classification: Full Time / 80 Hrs./Tribal
Qualifications:	<p>Possess excellent verbal and writing skills; Basic understanding of computer technology (Microsoft Office); Tribal, Federal, state, and local welfare service programs and supporting legislation; Current developments in the field of social services or other similar human service and their impact on the Departments programs; Conflict resolution; principles and practices of organizational development; Experience working with respect and sensitivity for cultural differences. Ability to communicate positively and effectively with staff members, community and public in a courteous and respective manner. Analyze situations accurately and adopt effective courses of actions; Must have demonstrated skills in communication, documentation, assessment and social work method techniques. Make effective oral and written presentation/ reports; Comprehend and interpret complex legislations regulations, and rules; Establish clear departmental goals and objectives, and follow through on goal attainment; Interpret the Social Service Departmental goals, objectives and policies to the public. Show initiative and exercise sound independent judgmental in the realm of responsibilities, discretion and confidential/sensitive information. Must possess a valid Utah State Driver's License and qualify for a Ute Tribe Driver's License. Driving history must meet insurance carrier requirements. Must pass a pre-employment drug test and will be subject to random testing. Successfully pass a Criminal Background Check. Successfully complete a three (3) month's probationary period during which the incumbent will be evaluated for satisfactory performance of typical duties listed herein. 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>	
Announcement # 2024-007	POSITION: Equipment Operator Department: Environmental Health	Classification: Full Time /Tribal
Qualifications:	<p>Working Knowledge of light and heavy equipment operating principles, practices and procedures. Working knowledge of equipment maintenance and repair functions especially geared towards heavy equipment. Skill in the operation of a variety of light and heavy equipment; skill in operating a variety of hand tools. Knowledge of commonly-used concepts, methods, materials, and equipment used in day by day water/sanitation operations. Ability to learn the methods, materials, and equipment used in installing or repairing water and sewer lines. Ability to perform heavy manual tasks requiring work in difficult conditions. Communicate effectively at a level required for successful job performance; Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Must possess Valid Utah State License to qualify for a Ute Tribe Driver License. Must have current C.D.L. Must have a Class B Chauffeur's License with air brake endorsements. Driving history must meet insurance carrier requirements. Must have a high school diploma or GED. Six (6) months of experience in construction work or heavy equipment operation or equivalent combination of education and experience.</p>	

Announcement # 2024-009	POSITION: Assistant H.R Director Department: Human Resources Department	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	Working knowledge of Tribal Management. Must be familiar with all the office equipment, fax, copier machine, calculator and scanner. Must be knowledgeable and able to with Great Plains and have accounting skills. Must be familiar with employment law and the Ute Tribe Personnel Manual. Ability to communicate effectively at a level required for successful job performance. Ability to interpret and explain tribal ordinances, regulations, and personnel policies and procedures to a wide variety or individuals and groups. Must possess a Valid Utah Driver License and Qualify for a Ute tribe Driver License Driving history must meet insurance carrier requirements. Must pass a pre-employment drug test and take a random drug test when required. Must pass a Criminal Background Check. Must successfully complete a three (3) Month's probationary period during.	
Announcement # 2024-010	POSITION: Assistant Director Department: Water System	Classification: Full Time / 80 Hrs./Tribal
Qualifications:	Must have skills with basic computer knowledge including use of work processing, spreadsheet software, and Microsoft Outlook (e-mail) Ability to write proposal and develop programs. Understanding of the basic elements of civil engineering as they relate to water production, storage and distribution and well development. Other types of utilities located within the public right of ways such as electrical, gas, telephone, cable telephone and data communications. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationship with employees, Tribal members and the public. The employee must occasionally lift and /or move up to 75 pounds.	
Announcement # 2024-011	POSITION: Secretary Department: Water System	Classification: Full Time / 80 Hrs./Tribal
Qualifications:	Strong computer skills – Word, Excel, Business Portal. Ability to communicate with tribal members, staff supervisors, and co-workers in a professional and polite manner at all times. Ability to maintain confidentiality. Ability to work independently and as a team member. Ability to work overtime when necessary and ability to work under extreme pressure and demonstrate ability to multi-task. High school graduate, One to two years of clerical experience.	
Announcement # 2024-012	POSITION: Health Care Specialist / Registered Nurse Department: Social Service	Classification: Full Time / 80 Hrs./Tribal
Qualifications:	Licensed Registered Nursing. Two Years' experience. Ability to maintain confidentiality at all times; Experience communication effectively with people over the telephone, in writing and in person.; Experience using Microsoft Word and Excel; Experience determining eligibility for a service / program related to human services; Experience preparing and maintaining written narrative documentation of the health activities concerning individual client case.	
Announcement # 2024-013	POSITION: Assistant Caseworker Department: Social Service	Classification: Full Time / 80 Hrs./Tribal
Qualifications:	Must have High School Diploma or equivalent; G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Knowledge of Ute Tribal Culture /Community, Ute speakers preferred. Some college preferred. Knowledge of general administrative practices, including filing, answering phones and computer literate, with the ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationship with the employees, clients, departments, agencies and the tribal community. Two years of social work experience preferred.	
Announcement # 2024-014	POSITION: Social Worker Department: Social Service	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School and/or GED. Must have a valid Driver's License and able to obtain Tribal Driver's License. Must pass pre-employment drug/alcohol test. Must pass a Criminal Background Check. Bachelor's degree in Social Work or related field. Knowledge of social work best practices, ability to communicate effectively verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments, and the public.	

Announcement # 2024-016	POSITION: Public Relations / Archive Specialist Department: Business Committee	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School graduate. Certificate in knowledge of audio/visual equipment and software. Fluent Ute Speaker / understanding a plus. Working with audio/visual equipment, excellent community skills, previous experience working with the community will attended training opportunity in needed area. Bachelor's Degree Public relations, Communications, Journalism, or relevant field.	
Announcement # 2024-017	POSITION: Event Coordinator / Media Department: Ute Language	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School graduate. Certificate in knowledge of audio/visual equipment and software. Fluent Ute Speaker / understanding a plus. Working with audio/visual equipment, excellent community skills, previous experience working with the community will attended training opportunity in needed area.	
Announcement # 2024-018	POSITION: Assistant Director Department: Social Service	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School graduate. Knowledge of social work best practices. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees and other departments, agencies and the public. Master's degree in Social work or related field. Four years work experience with clients in social work, family or education occupation.	
Announcement # 2024-019	POSITION: School Counselor Department: Uintah River High School	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	High School graduate. Master's Degree in school Counseling or a related field. Valid State certification or licensure in school counseling.	
Announcement # 2024-020	POSITION: Randlett Laundromat Department: Maintenance	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	Must be able to obtain a Tribal License. Cleans, maintains and stores tools and equipment. Maintains work schedules and cleaning reports monthly. Shovels snow, mows grass, maintains outside of building and inside. Performs a variety of laundromat cleaning duties and a routine. Able to lift 50 pounds or more.	
Announcement # 2024-021	POSITION: Sanitation Truck Driver I Department: Environmental Health	Classification: Full Time / 64 Hrs./Tribal
Qualifications:	Working Knowledge of garbage truck driving and its operation. Ability to learn the methods, materials, and equipment used in sanitary garbage collection and disposal. Ability to perform strenuous manual tasks for extended periods of time in all kinds of weather. Communicate effectively at a level required for successful job performance; Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Must possess a valid Utah State Driver License and qualify for a Ute Tribe Driver License. Must have Class B Chauffeur's License. Must have a C.D.L License. Prior driving experience is preferred but not required. Driving history must meet insurance carrier requirements. Must have High School Diploma or GED.	
Announcement # 2024-022	POSITION: Air Quality Emissions Specialist Department: Air Quality	Classification: Full Time / 80 Hrs./Grant
Qualifications:	Air Quality Emissions Specialist will develop and implement an air quality compliance plan that includes rulemaking and enforcement to reduce emission standards of air toxics by setting and enforcing emission standards or work practice requirements for stationary, area, or mobile source of air pollution on Tribal lands within the boundaries of the Uintah & Ouray Indian Reservation. Reports to the Energy & Minerals Air Quality Program Coordinator.	

Announcement # 2024-023	POSITION: BROWNFIELD COORDINATOR Department: G.A.P	Classification: Full Time / 64 Hrs./Grant
<u>Qualifications:</u>	Administer the EPA Tribal Response Program (TRP) Brownfield Grant. Works under the supervision and direction of the Environmental Coordinator. Must have a working knowledge of grants, grant proposals, various grant reports, and environmental issues. Must be able to set and achieve work deadlines able to operate a computer and computer programs associated with office work. Able to operate office equipment including but not limited to, typewriter, copier, fax machine, phone systems, etc. Capable of following verbal and written instructions and communicate effectively verbally and in writing. Capable of establishing and maintaining an effective working relationship with fellow employees and Tribal departments, outside agencies, and the public. Must be reliable with a strong with ethic. Will be required to occasionally work outdoors and walk short to long distances during assessments of brownfield sites and during inventory of illegal dumps. Must have high school diploma or equivalent additional degrees and or certifications in environmental field, grants and accounting preferred. Must have experience in accounting and bookkeeping. Must have experience working with grants and or grant programs. Must have valid Utah Driver's License and able to obtain a Tribal Driver's License. Must pass a pre-employment drug and alcohol test. Must pass a criminal background check.	
Announcement # 2024-024	POSITION: Foreman Manager Department: Food Distribution Program	Classification: Full Time / 40 Hrs./Grant
<u>Qualifications:</u>	Must have a high school diploma or GED. Must be able to obtain Tribal Driver License in order to operate department vehicle. 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 and 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 and plan warehouse activities. Applicant must be readily available to take training as directed. Must know how to operate computer and be knowledgeable with word and excel. Ability to operate electric fork lift, electrical 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.	
Announcement # 2024-025	POSITION: Prevention Specialist Department: ASAP	Classification: Full Time / 40 Hrs./Grant
<u>Qualifications:</u>	Require 4 years' experience in an alcohol/chemical dependency treatment program setting. Bachelor's Degree in Human Services field or Maters Degree. Required Certification/Registration: Licensed Certified Substance Abuse Councilor (LSAC) or Licensed Certified Social Worker. Must have own transportation and home telephone. Have two years of sobriety. Must possess Utah State Driver License to obtain Tribal Driver's License. Conduct individual assessment through SASSI and other various assessments forms. Ability to read and write progress notes on clients. Willing to take training and educational courses deemed necessary. Ability to apply or gain knowledge of cultural competency.	
Announcement # 2024-026	POSITION: Receptionist Department: Painted Horse Diabetes Prevention Program	Classification: Full Time / 32 Hrs./Tribal
<u>Qualifications:</u>	Must have a high school diploma, or GED. Must have experience working in an office with clerical duties. Must demonstrate an ability to interact in collaborative environments. Must have excellent interpersonal skills and be self-motivated. Professional appearance. Solid written and verbal communication skills. Ability to be resourceful and proactive when issues arise. Must have multi-tasking and time-management skills with the ability to prioritize tasks. Ability to communicate verbally and in writing with program participants, supervisor and co-workers in a professional manner at all times. Knowledge of Basic First Aid and CPR. Must be reliable with strong work ethics. Must pass criminal background check. Subject to random drug testing. Must maintain confidentiality due to nature of the job. Must have a valid Utah Driver's License to obtain Tribal Driver's License. Must adhere to Tribal Vehicle use policy. Must complete 90-day probation period during which an evaluation of satisfactory performance of typical duties will be conducted for permanent career status. Must successfully complete diabetes course as assigned. Must conduct themselves in a manner that is favorable to the Ute Indian Tribe and the Program.	

Announcement # 2024-027	POSITION: Janitor Department: Painted Horse Diabetes Prevention Program	Classification: Full Time / 32 Hrs./Grant
Qualifications:	Must have a high school diploma or GED. Must be able to obtain Tribal Driver License in order to operate department vehicle. Knowledge of standard cleaning methods and procedures. Must be physically fit. Ability to perform moderately strenuous manual labor for extended periods of time. Ability to understand and follow verbal and written instruction. Must have excellent interpersonal skills and be self-motivated. Must demonstrate an ability to interact in collaborative environments. Knowledge of Basic First Aid and CPR. Must pass criminal background check. Be subject to random drug testing. Must be willing to work unsupervised. Must maintain confidentiality of program information. Must attend custodial course. Must successfully complete 90-day probation period during which an evaluation for satisfactory performance of typical duties will be conducted for permanent career status. Must conduct themselves in a manner that is favorable to the Ute Indian Tribe.	
Announcement # 2024-028	POSITION: Fish Hatchery Manager Department: Fish & Wildlife Department	Classification: Full Time / 40 Hrs./Grant
Qualifications:	Must have High School Diploma/ or Equivalent. Must possess a Valid Utah Driver's License, to obtain a Tribal Driver License. Working Knowledge of Federal Law, State Law and Tribal Law pertaining to Fish & Wildlife Management. Working Knowledge of Tribal Land Boundaries and main and second roads. Knowledge of Fish Identification and reservation waters. Knowledge of Fish survey and sampling techniques. Ability to communicate effectively, orally and in writing. Ability to complete Weekly reports on projects and weekly activities. Ability to work outdoors for extended periods of time with physical activity. Ability to establish and maintain effective working relationships with co-workers and the general public. Ability to stand; walk and on occasion, run over rough surfaces and uneven terrain; bend, crouch, stoop, stretch, reach, straddle, carry and lift moderately heavy items weighing over 50 lbs. in a recurring manner and/ or for long period of time as well as assisting in lifting objects well over 100 lbs. (i.e. Panels, gates, etc)	
Announcement # 2024-029	POSITION: Big Game Biologist Department: Fish & Wildlife Department	Classification: Full Time / 40 Hrs./Tribal
Qualifications:	Must be 21 years of age or older. Must possess a valid Utah Driver License, able to apply and obtain Tribal Driver License. Must be in good physical condition, able to stand and walk in rugged terrain for long period of time. Must be honest and truth worthy and possess sound and judgement. Must pass Criminal Background Check. <u>Must not be restricted from owning, possessing or otherwise restricted from firearms.</u> Must Pass a pre-employment drug/alcohol test. Working Knowledge of Federal, State, and Tribal Laws and Ordinances pertaining to Fish & Wildlife Management. Working Knowledge of Tribal land boundaries. Skilled in biological techniques survey and resource management. Ability to operate two-way radio. Ability to establish and maintain effective working relationship with employees and the public. Ability to communicate effectively, orally and in writing. Ability to complete weekly reports on project and weekly activities. Ability to work outdoors for extended period of time with physical activity. Ability to establish and maintain effective working relationships with co-workers and the general public. Ability to supervise subordinates, and take disciplinary actions if necessary. Ability to perform strenuous manual tasks in all types of weather conditions for extended periods and at all various elevations. Ability to stand; walk and on occasion, run over rough surfaces and uneven terrain; bend, crouch, stoop, stretch, reach, straddle, carry and lift moderately heavy items weighing over 50 lbs. in a recurring manner and/or for long period of time as well as assisting in lifting objects well over 100 lbs. (i.e. Panels, gates, etc.)	
Announcement # 2024-030	POSITION: Public Safety Dispatch Department: BIA/OJS Law Enforcement	Classification: Full Time / 40+ Hrs./Tribal
Qualifications:	Must be a High School Graduate or GED equivalent. The dispatcher must possess mental and emotional stability, normal hearing and have no physical or personal impairment which would preclude them from working rotating shifts, and overtime as needed. The Law Enforcement Dispatcher will be working primarily indoors but on occasion maybe assigned to a site other than duty station. The incumbent may be required to operate a motor vehicle to and from work. Must have a valid Utah State driver license and possible to obtain a Tribal Driver license; if necessary. Must pass a pre-employment drug/alcohol test. Must pass a Criminal Background check. Must pass a BIA Background investigation for BIA computer system & 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 rest and pass with minimum of 55-60 wpm.	

Announcement # 2024-031	POSITION: Secretary Department: Tribal Housing	Classification: Full Time / 32 Hrs./Tribal
<u>Qualifications:</u>	Must be knowledgeable of clerical and book keeping procedures and practices. Skilled in the operations of a 10-key calculator, typewriter computer skills and spreadsheet a must. Must have strong grammar skills capable of following written verbal instructions and communicate effectively verbally and in writing capable of maintain an effective working relationship with fellow tribal employees and departments; & outside agencies and the public. High School graduate or GED required. Four years' secretary, administrative work experience, secretarial, bookkeeping accounting preferred or closely related field. Four year of experience in the secretary or clerical field proficient in computer applications and filing bookkeeping.	
Announcement # 2024-032	POSITION: Coordinator Department: Victims of Crime	Classification: Full Time / 64 Hrs./Tribal
<u>Qualifications:</u>	Ability to work after hours/weekend/holidays. Strict confidentiality is required. Ability to communicate effectively at a level required for successful job performance. Must be self-motivated. Significant experience working with victims of domestic violence and their children and with men who use violence and their children and with men who use violence. Understanding of systemic change approaches and the ability to transfer knowledge of advocacy and intervention to others. Knowledge of advocacy and intervention to others. Knowledge of best practices in regards to CPS, court systems and domestic violence issues. Experience in project development and implementation. Demonstrate professionalism and represent the organization to the highest degree of excellence. Experience in establishing professional and well organized communication with partner agencies, community and business leaders. Must pass pre-employment drug test and is subject to random U/A's as an employee of the Tribe. Must pass a Criminal Background Check. Must successfully completed a three month's probationary period during which incumbent will be evaluated for satisfactory performance of typical duties listed. Bachelor's degree or equivalent work experience in Social Work, Experience with program management and implementation. Office experience is a plus	
Announcement # 2024-033	POSITION: Data Entry Specialist Department: UTERO	Classification: Full Time / 80 Hrs./Tribal
<u>Qualifications:</u>	Must have High School Diploma or equivalent and/or two (2) years' experience in secretarial. Must submit to background check and random drug tests. 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. Seeks individual to provide to maintain confidential UTERO records. The UTERO file clerk codes, files and retrieves records as needed and ensures the UTERO record keeping system is well organized and protects all confidential information therein contained and support for the UTERO Commission, UTERO and the UTERO Director.	