

~FEBRUARY 11, 2019 ~



NEZ PERCE TRIBE

JOB OPENINGS


Open only to qualified IN HOUSE applicants:

In compliance with the Human Resource Manual 2.2.4: All vacancies will be advertised "IN HOUSE" for all employees and Tribal members for a minimum of two weeks.

Should a qualified RIF'ED employee apply, they will be given preference per the Nez Perce Tribe HRM 4.10.

Re-Advertise: The Nez Perce Tribe Social Services Senior Citizens Program is recruiting for: **COOK HR-17-178 (LAPWAI)** part-time. To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/Job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **Open until filled. (Grade 5)**


The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK HR-18-112 (KAMIAH)** full-time. To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **Open until filled. (Grade 5)**



Re-Advertise: The Nez Perce Tribe Senior Citizen Program is recruiting for: **BUS/VAN DRIVER HR-18-104 (KAMIAH)** part-time. To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a Commercial Driver's License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 7)

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **ONE (1) BUS OPERATOR (KAMIAH) HR-18-119** on-call. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 12)


The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **TWO (2) BUS OPERATOR(S) (LAPWAI) HR-18-120** on-call. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 12)



The Nez Perce Tribe Department of Early Childhood Development (ECDP) is recruiting for: **PROGRAM ASSISTANT(S) HR-18-182 (KAMIAH)** full-time position August through May, additionally thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position open until filled.** (Grade 15)

The Nez Perce Tribe's Office of Legal Counsel, headquartered in Lapwai, Idaho is recruiting for: **STAFF ATTORNEY HR-19-110** full-time. The Office of Legal Counsel consists of five (5) attorneys and three (3) support staff that provide the full range of legal services to the Nez Perce Tribe. The ideal candidate is comfortable handling litigation, transactional negotiations, project management, and strategic planning;



STAFF ATTORNEY HR-19-110 (CONTINUED)

is a team player; exercises sound judgment; possesses excellent research, writing, and oral communication skills; is able to analyze complex factual, legal, and policy issues, delve deeply into any area of law, and respond to the wide array of legal issues that require prompt and accurate analysis. Areas of emphasis for this position include federal Indian law, commercial transactions, employment law, and land matters. Applicants must have a Juris Doctorate degree from an accredited law school, be a member in good standing of a state bar, and must within one year, if hired, be admitted to the Idaho State Bar. Requires a minimum of one (1) year legal practice. The Nez Perce Tribe offers an attractive compensation package including medical and life insurance and 401(k) contribution. Applicant must pass a criminal background check with no convictions. Class/job description available at the NPT Human Resources Department. If you should have any questions about the position, contact Julie Kane, NPT Managing Attorney at (208) 843-7355. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **This position open until filled.** (Grade 28)

The Nez Perce Tribe Department of Fisheries Resources Management is recruiting for: **FISHERIES TECHNICIAN(S) II HR-19-112** full-time seasonal. This position is located in Joseph, OR, Orofino, Lapwai, and McCall, Idaho. Responsible for assigned duties relating to assistance in the collection, compilation, technical applications of field work that pertain to fisheries and other natural resources. Duties include installing and maintaining juvenile and adult traps, handling, marking, identifying, and tagging fish, conducting redd surveys, entering field data into a computer, maintaining field sites and equipment, supervising personnel, and other related duties as assigned. Must be mechanically inclined and have a good computer skills with word processing, spreadsheets, and databases. Must be highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires one (1) year of related experience to project needs and six (6) months leadership experience. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/15/19.** (Grade 11)

The Nez Perce Tribe Department of Information Systems is recruiting for: **TELECOMMUNICATIONS TECHNICIAN I HR-19-113** full-time. To provide, install and maintain telecommunications systems. Responsible for the tribal government telephone system and computer network lines. Works within a general outline of work to be performed, developing work methods and sequences under the general supervision. Essential Tasks include; Installs new telephone and computer network lines according to work requests; repairs and maintains existing lines; assists in the repairs or maintenance of telephones, switchboards, and other telecommunications equipment and systems; provides supervision and direction for cable technicians and other assigned staff; performs routine clerical tasks, such as filling out purchase requests, record keeping and filing; assists in the training of other employees regarding the use of telecommunications systems; attend staff meeting to exchange information; attends in-service training and technical or professional classes or seminars to improve technical professional skills. Requires education and training equivalent to two (2) years of college education in telecommunications or a closely related field. Requires



TELECOMMUNICATION TECHNICIAN I HR-19-113 (CONTINUED)

one (1) year experience in telecommunications plus six (6) months of fiber optic experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/15/19.** (Grade 12)

The Nez Perce Tribe Department of Law & Justice is recruiting for: **HEALING TO WELLNESS COURT PROBATION OFFICER I/OFFICE SPECIALIST I HR-19-114** full-time. To supervise and monitor juvenile offender compliance with the conditions of the Juvenile Healing to Wellness Court (JHTWC) set by the court orders. Provides clerical support and assistance to the Probation Office working within a broad policy and organizational guidelines. The position is supervised by the Probation Supervisor. General duties include: Assesses the needs of walk-in probation clients and directs them to the appropriate staff in order to address their concerns; receives and directs telephone calls and relays messages to others, maintaining accuracy and confidentiality; answers basic inquiries made by the clients pertaining to the services provided; maintains Outlook calendars, schedules meetings and training as needed; develops and maintains new filing system for Probation Office; creates, maintains and enters client information in electronic and physical files. Assists probationers to identify community resources to achieve and maintain sobriety as well as education/training/employment resources; conducts pre-sentence interview and prepare reports containing required personal assessment information and sentencing recommendations for JHTWC. Requires an Associates degree in criminal justice or related field, or substitution of certificate of completion in Probation, Law Enforcement, Misdemeanor Probation training or Police Officer POST Academy certification. Three years of relevant experience is equivalent to one (1) year of college. One (1) year successful experience in a law enforcement or judicial environment as a probation officer preferred. Requires six (6) months leadership experience. Experience writing detailed report with supporting rationale for recommendations made. Must have experience working with youth and adults. Must have working knowledge of the tribal justice system. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/15/19.** (Grade 11)

The Nez Perce Tribe Dept. of Education, Vocational Rehabilitation is recruiting for: **VOCATIONAL REHABILITATION SPECIALIST HR-19-115** regular full-time. The purpose of the class is to assist professional staff and to evaluate, provide counseling for employment placement, advocacy and comprehensive quality case management services for disabled American Indian clients. Provides case management client support services. Conducts intake interviews and determines client eligibility under professional supervision while maintaining confidential client records and insuring timely and comprehensive services. Works with clients to complete an Individual Plan of Employment to include employment opportunities, employment placement assistance, vocational rehabilitation and post-employment follow-up. Provides student transition services in collaboration with high school counselor and teachers, and employers. Serves as a liaison with key state and tribal agencies serving shared clients. Assists in development and completion of proposals for funding through grants and contracts with federal, state and private agencies.



VOCATIONAL REHABILITATION SPECIALIST HR-19-115 (CONTINUED)

Requires Associates degree, vocational technical degree or specialist training equivalent to satisfactory completion of two (2) years of college education with emphasis in the Social Sciences, Vocational Rehabilitation Counselor Certification or closely related field. Will consider applicants pursuing the educational background to eventually move into a Tribal VR Counselor position. Counselor certification requires; Successful completion of basic vocational rehabilitation training courses within five years of hire date. Changes to this must be agreeable to all parties. Receives Training and Evaluation by Evaluator on Eligibility Determinations and the development of Individualized Plan for Employment (IPEs); Demonstrated sustained above average performance to include: Responsibility for effective eligibility development, language preparation and case documentation; Nez Perce Tribal Vocational Rehabilitation Director recommendation or delegated supervisor. Requires two years working experience with the unique Federal American Indian relationship. Vocational rehabilitation background preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/15/19.** (Grade 13)

Re-Advertisement: The Nez Perce Tribe Department of Fisheries Resources Management is recruiting for: **TECHNICIAN III - MAINTENANCE/MECHANIC HR-18-167** full-time position located at Dworshak National Fish Hatchery, Ahsahka, ID. Responsibilities include performance of work assignments in mechanical, electrical, refrigeration and facility maintenance/repair. Requires two (2) years of college OR a journeyman certification in welding, HVAC/refrigeration, carpentry or plumbing. Six (6) years of relevant experience can be substituted for the education requirement. In addition to the education requirement, three (3) years of related experience and one (1) year supervisory experience is also required. Requires the ability to obtain and maintain a Class A Commercial Driver's License with Tanker Endorsement and Boom Operator Certification. Please include a cover letter, resume and three (3) letters of references along with your NPT application. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/15/19.** (Grade 13)

The Nez Perce Tribe Department of Information Systems is recruiting for: **DATA TECHNICIAN I HR-19-111** To be supervised by the Director of Information Systems Program with the Department of Technology. This is a dual funded position, for a term of three (3) years. The full-time position will split time between the grant project with the Office of Legal Council to revitalize the Nez Perce Tribal Code making it accessible and usable. The other half of the funding, Indirect, is to provide technical support and maintenance of operation of computers and software including personal computers, database software, program desktop applications and provide training for data entry and input data as required. Requires High School Diploma/GED. Requires six (6) months experience in software support, troubleshooting, database experience and training, experience with PC operating systems and software applications including Windows 7-10 Professional, Corel WordPerfect, MS Office, Exchange and SharePoint or related experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to



DATA TECHNICIAN I HR-19-111 (CONTINUED)


be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/4/19.** *(Grade 8)*

The Nez Perce Tribe Department of Fisheries Resources Management is recruiting for: **FISHERIES TECHNICIAN(S) I HR-19-116** full-time seasonal. Positions are located in Joseph, OR, Orofino, Lapwai, and McCall, ID. Responsible for assigned duties relating to assistance in the collection, compilation, technical applications of field work pertaining to fisheries and other natural resources. Duties include working assisting the Fisheries Technician II in operating and maintaining traps, handling fish, marking fish, identifying and tagging fish, entering field data into a computer database, maintaining field sites and equipment, and other related duties as assigned. Must be mechanically inclined and have good computer skills. Must be highly motivated and have the ability to work cooperatively with others. Requires a High School Diploma/GED. General work experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/25/19.** *(Grade 9)*

The Nez Perce Tribe Department of Fisheries Resource Management is recruiting for: **NETWORK/DATA BIOLOGIST I HR-19-117** full-time. Will provide the Data Management Project Leader with computer guidance and support for the Department of Fisheries Resources Management. Requires a working knowledge of network and computer concepts. Must be able to provide end-user support for Microsoft Office Suite products, including: Word; Excel; PowerPoint; Publisher; and Access. Responsible for providing security patch management and performing software upgrades for DFRM workstations and field laptops for all DFRM satellite locations. Perform routine maintenance and website content updates for multiple DotNetNuke websites. Track and maintain up-to-date network documentation and efficiently trouble shoot and implement computer/network triage protocols as necessary. Manage up-to-date computer contract information and license agreements. Must possess strong interpersonal and written communication skills. Must possess demonstrated computer skills, and an ability to cooperate and work with others. Requires a Bachelor's degree in related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for degree. Technical experience in related field preferred; demonstrated leadership experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 2/25/19.** *(Grade 17)*

Open to ALL qualified applicants: (General Public)

The Nez Perce Tribe Department of Early Childhood Development (ECDP) is recruiting for: **PROGRAM ASSISTANT(S) HR-18-182 (KAMIAH)** full-time position August through May, additionally thirty two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to



PROGRAM ASSISTANT(S) HR-18-182 (KAMIAH)

children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 6)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) HR-18-187** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 15)

The Nez Perce Tribe's Office of Legal Counsel, headquartered in Lapwai, Idaho is recruiting for: **STAFF ATTORNEY HR-19-110** full-time. The Office of Legal Counsel consists of five (5) attorneys and three (3) support staff that provide the full range of legal services to the Nez Perce Tribe. The ideal candidate is comfortable handling litigation, transactional negotiations, project management, and strategic planning; is a team player; exercises sound judgment; possesses excellent research, writing, and oral communication skills; is able to analyze complex factual, legal, and policy issues, delve deeply into any area of law, and respond to the wide array of legal issues that require prompt and accurate analysis. Areas of



STAFF ATTORNEY HR-19-110 (CONTINUED)

emphasis for this position include federal Indian law, commercial transactions, employment law, and land matters. Applicants must have a Juris Doctorate degree from an accredited law school, be a member in good standing of a state bar, and must within one year, if hired, be admitted to the Idaho State Bar. Requires a minimum of one (1) year legal practice. The Nez Perce Tribe offers an attractive compensation package including medical and life insurance and 401(k) contribution. Applicant must pass a criminal background check with no convictions. Class/job description available at the NPT Human Resources Department. If you should have any questions about the position, contact Julie Kane, NPT Managing Attorney at (208) 843-7355. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report from the state(s) where you have been licensed to drive within the last three (3) years. **This position open until filled.** (Grade 28)

The Nez Perce Tribe Department of Information Systems is recruiting for: **DATA TECHNICIAN I HR-19-111** To be supervised by the Director of Information Systems Program with the Department of Technology. This is a dual funded position, for a term of three (3) years. The full-time position will split time between the grant project with the Office of Legal Council to revitalize the Nez Perce Tribal Code making it accessible and usable. The other half of the funding, Indirect, is to provide technical support and maintenance of operation of computers and software including personal computers, database software, program desktop applications and provide training for data entry and input data as required. Requires High School Diploma/GED. Requires six (6) months experience in software support, troubleshooting, database experience and training, experience with PC operating systems and software applications including Windows 7-10 Professional, Corel WordPerfect, MS Office, Exchange and SharePoint or related experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current motor vehicle report (MVR) where you have been licensed to drive within the last three (3) years. **This position closes 3/4/19.** (Grade 8)

To apply: Recruitments for *Entry Level Positions (Grade 15 and below)* will require a completed Tribal application only. Recruitments for *Professional Positions (Grade 16 and above)* will require a completed Tribal application and resume. **Please submit one application per position:**

Nez Perce Tribe Human Resources Office

ATTN: **Job Name & No.**


P.O. Box 365

Lapwai, Idaho, 83540

Phone (208) 843-7332 Fax (208) 843-7414 **LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies.** www.nezperce.org


EMPLOYMENT OPPORTUNITIES!!

- **The Department of Social and Health Services, Economic Services Administration, Division of Child support is recruitment for: Support Enforcement Technician(s). These positions are**



located in Olympia, WA. As a Support Enforcement Technician (SET), you will utilize multiple computer applications to process child support referrals, post payments to child support cases and perform research for payment disbursement. You'll perform these tasks while answering calls that come in through the reception phone line. Work is assigned weekly but may vary due to volume and frequent reassignments. In order to complete your work accurately and timely you will need critical thinking, attention to detail, and multitasking skills. For more information and how to apply go to www.careers.wa.gov. **Closing date 2/13/19.**

- **Bonneville Power Administration (BPA) is recruiting for: Civil Engineer.** Serve as a highly knowledgeable technical specialist and recognized expert on the civil engineering, hydraulics, and hydrologic aspects of complex restoration and fish passage projects. Is consulted by other engineers, scientists, project managers, and managers for advice and assistance within the areas of expertise; serve as a technical expert developing and or evaluating watershed and stream assessments necessary to guide restoration of systems requiring hydraulic or hydrologic modification and engineering expertise; provide technical assistance and support through consultative services, project review, planning and project design, and standards development and training to support Fish and Wildlife program implementation; serve as civil engineering and hydraulics expert in inter-disciplinary discussions of solutions for degraded watersheds and fluvial systems; serve as a technical specialist with expertise in stream dynamics, erosion and sediment control, substrate sampling, sediment quality, soil-geomorphic relationships, and slope stability with responsibility for evaluating the effects of restoration actions on watershed functions and processes. For more information and how to apply go to www.usajobs.com . Announcement # DOE-BPA-19-13206-DE. **Closing date 2/13/19.**
- **Bonneville Power Administration (BPA) is recruiting for: Fish & Wildlife Administrator (Recent Graduate).** To be eligible for the Recent Graduate program you must be a: Recent graduate who has completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. -OR- Student who within nine months of the closing date of this announcement will meet the education requirements and will graduate with a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. A student may not be appointed to a position until they have graduated. -OR- Preference eligible veteran who was precluded from applying due to their military service obligation begin their two-year eligibility period upon release or discharge from active duty. Eligibility for these veterans cannot exceed six years after degree or certificate completion. For more information and how to apply go to www.usajobs.com. Announcement # DOE-BPA-19-13207-RG. **Closing date 2/15/19.**
- **Bonneville Power Administration (BPA) is recruiting for: Fish & Wildlife Administrator.** Serve as a Fish and Wildlife Administrator and as a project manager for implementation of fish and wildlife protection, mitigation and enhancement measures at sub-basin and provincial geographic levels covered under the Fish and Wildlife Program adopted by the Council and the Proposed Action of the FCRPS Biological Opinion, and may include but is not limited to habitat, hatchery and harvest related measures. Delegated authority by a contracting officer (CO), monitors performance and compliance



with the contract to ensure that BPA receives goods or services that conform to the technical requirements as set forth in the contract. For more information and how to apply go to www.usajobs.com. Announcement # DOE-BPA-19-13185-DE. **Closing date 2/16/19.**

- **AVISTA Corporation is recruiting for: Journeyman Gas.** To perform skilled and other tasks related to installing, relocating, and repairing and maintaining gas mains, services and related facilities. The Gas Journeyman is expected to know all aspects of the Avista Construction Specialist duties as well as perform shared tasks with Gas Servicemen. For more information and how to apply go to <https://myavista.com/about-us/our-company/working-at-avista>. **Closing date 2/18/19.**
- **Point No Point Treaty Council is recruiting for: Wildlife Program Manager/Biologist.** The Wildlife Program Manager shall provide professional scientific and management expertise to tribal staff and tribal leaders to support wildlife policy development and protection of treaty hunting rights. Responsibilities include planning and implementing field investigations, studies, and surveys of wildlife, applying population models and developing hunting regulations to ensure sustainable harvest. Duties may also include reviewing land use plans, evaluating impact assessments, and advocating mitigation actions to ensure wildlife resource concerns are addressed. Will perform various technical, administrative, and support tasks and supervise the field work of other biologists and technicians. For more information and how to apply go to www.pnptc.org. **Closing date 3/1/19.**
- **Avista Corporation is recruiting for: Apprentice Lineman (9 positions).** Applicants for apprenticeship must be age 18 or older, hold a valid Class A Commercial Driver's License, and have at least 6-months of utility or related construction experience, or have graduated from an electric line school. Selected applicants will participate in additional classroom testing (1 day) and field performance evaluations (1-3 days) as part of the application process at Avista's Jack Stewart Training Center in Spokane, WA. For more information and how to apply go to <https://myavista.com/about-us/our-company/working-at-avista>. **Closing date 3/10/19.**
- **Kootenai Tribe of Idaho is recruiting for: Social Services & Indian Child Welfare Advocate.** The Social Services and Indian Child Welfare Advocate is a full-time position and under the direction of the Tribal Council will provide necessary assessment, evaluation, intervention information and referral in areas of child welfare and/or social services. The Advocate will also work with other Tribal Personnel (psychologist, medical staff, health director, etc.) in recommending treatment and counseling plans and activities that promote prevention and recreation for affected children and/or adults. This position must attend training, community meetings, and serve on committees as necessary. This position will also serve as a liaison between the Kootenai Tribal Court System, Kootenai Tribal Health Department, State, and Local courts and agencies. For more information and how to apply contact Clara Dunnington, Kootenai Tribe of Idaho at (208) 267-3519 or email Clara at clara@kootenai.org. **Open until filled.**
- **Northwest Indian College (NWIC) is recruiting for the following: Math Instructor, Early Learning Center Lead Teacher, and an Early Learning Center on-call substitute.** For more information and how to apply go to www.nwic.edu/jobs. **Closing dates vary with positions and locations.**

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- **Lapwai School District is recruiting for the following: District Technology Coordinator, and a Certified Substitutes.** Application can be found on our website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at extension 201. **Positions are open until filled.**
 - **Pacific Cabinets, Inc. (PCI) is now hiring for a variety of production positions (On-going recruitment).** We seek bright, energetic and meticulous individuals for our manufacturing production team. If you enjoy working in a team environment and would like to develop your talent and skills in a fast paced company; this position is for you! Starting wage DOE with opportunities for overtime. Medical, Dental and 401 (k) investment plan is available for our full-time employees. Pacific Cabinets, Inc. is looking for a long term commitment from you. Please email your resume to: Linda Nida lnida@pacificcabinets.com or hand deliver to 2010 Front Street, Ferdinand, ID. Phone number: (208) 962-5546.
 - **Alternative Nursing Services looking for C.N.A.'s, Attendant Caregivers in all areas (On-going recruitment).** Culdesac, Lapwai, Lewiston, Kamiah, Orofino and Clarkston. Alternative Nursing Services is located at 1029 Main Street, Lewiston, ID 83501. For more information and how to apply contact Michelle or Kellie at (208)746-3050.
 - **Couple of great website's to look for employment in your area (On-going).** Idaho Department of Labor: <https://labor.idaho.gov/dnn/JobSeekers.aspx>, and indeed.com at www.indeed.com.

**Extended: REQUEST FOR PROPOSALS
BACKGROUND CHECK SERVICES**

The Nez Perce Tribe is requesting proposals for an independent contractor to provide professional background check services for the Nez Perce Tribal government, Nez Perce Tribal Enterprises, and Nimiipuu Health. The criteria for consideration consists of a demonstrated understanding of applicable laws and regulations governing back- ground checks for employment in positions having contact with children, elderly, venerable adults, and persons in fiduciary or key management positions. The proposal should demonstrate experience in conducting national criminal and financial record checks, evaluating qualifications or suitability, for insurability under the Crime and Fraud Protection Insurance Policy. The proposal should demonstrate experience in determining employee suitability, in consideration of factors such as, stability, trustworthiness, past performance, criminal record, consistent with federal requirements of funding agencies and in accordance with criteria equivalent to the U.S. Office of Personnel Management as used by the Bureau of Indian Affairs. The proposal should demonstrate understanding of analysis and ranking of derogatory issues, determination of control date, and recency, in evaluating employment eligibility of applicants. The proposal must include qualifications, and experience of the person, or firm submitting the RFP, and three professional references. The Nez Perce Tribe reserves the right to reject any and all proposals without cause. **Please send completed proposal to:** Roberta Bisbee, Human Resources Manager; P.O. Box 365; LAPWAI, ID 83540. For more information please contact Roberta Bisbee at 208/621-3827 or email at robertab@nezperce.org. **Open until filled.**