

Job openings

Position	Description
On-Call Dispatcher (Police)	Works various hours, high school diploma or GED required, good typing skills, be in good health, be at least 18 years old and no felony or misdemeanor convictions within the last year prior to hire.
Secretary-Management	High school graduate, basic microcomputer knowledge, records management, filing and minimum three years experience.
Full-Time and On-Call Corrections Officer (Female)	At least 21 years of age, high school diploma or GED, valid Oregon Driver's license, have no record of felonies and no misdemeanors within one year of application. Must be able to pass BPST physical requirements. Must complete and submit a physical exam.
Role and Probation supervisor	Five years minimum experience. BPST certified, background in working with juveniles and adults. Culturally sensitive to Indian population. Focus on developing human potential.
Secretary—Parole and Probation	High school graduate or equivalent. Two years experience minimum as a secretary. Must type 60 WPM accurately. Have some experience in shorthand, briefhand, and office machine skills, xerox, calculator, word processor, transcriber. Have good spelling, grammar and punctuation skills. Have some knowledge of court procedures and probation. Have some knowledge of tribal administrative procedures.
Deputy Tribal Prosecutor	College degree; one to three years related experience; knowledge of tribal laws, policies, procedures; federal, state and tribal criminal codes; trial/courtroom procedures; understand, interpret, apply complex legal concepts in Indian law; develop/maintain successful working relationships; effective written/oral communication skills; preparation of cases going to trial; prosecution of cases in court; maintain good records.
Secretary III - Tribal Prosecutor	High school diploma with additional secretarial training, three to five years experience, effective human relations skills, moderately complex administrative activity experience, micro-computer and excellent typing skills. Valid Oregon Driver's License, no felony on record. No misdemeanor within one year of hire date and must pass drug test.
Secretary II - Tribal Prosecution	High school diploma, additional secretarial training preferred but not required. One to three years prior experience desirable. Knowledge of basic office equipment operation, 55 WPM typing. Valid Oregon Driver's License. No felony on record and no misdemeanor within one year of time of hire.
Accounting Supervisor Enterprise Accounting	Bachelors degree in accounting or a related field. Must have a minimum of five years experience in industry and/or municipal accounting and in managing all of the major operational functions within an accounting department. Experience in operating microcomputer including Lotus 1-2-3 and Wordperfect.
Legislative Assistant Legislative Office, Governmental Affairs and Planning	Responsible to manage entire process legislation and regulation while at same time coordinating information from the judicial common law and administrative rules. Will also be responsible for maintenance of codification systems and tribal government policy library. College degree preferred or able to demonstrate college level work for analysis and communication. Five years experience with tribal government with two years staff experience at organization wide systems.
Youth Worker (Part-time)	Responsible for providing child care and supervising daily activities of children. Primary duties include preparation of meals, transportation for medical care and recreation. Must follow established CPS Center policies. Must be available for rotating shifts. Must be drug and alcohol free. Current ODL is required.
Work Crew Member CERTS Department (Internship Program)	Work outdoors in all weather conditions and perform duties with community enhancement projects, wood cutting project, construction projects, basic maintenance assistance and other labor projects. Must be tribal member 18 years and older with high school diploma or GED. Be in good physical condition and highly dependable and like challenge and variety of assignments. Apply to tribal internship program. No closing or hiring date; on going until projects are completed or labor needs are met.
Assistant Controller (Enterprise Accounting)	Bachelors degree in accounting or a related field. Must have minimum of three to five years of related experience in industry and/or public accounting.
Human Services "On-Call" Secretary II	Incumbent must be dependable and have home phone where s/he can be reached. "On-call" to fill in while permanent full-time secretary is out of town on business or on vacation status. Incumbent will be responsible for screening telephone calls and public. Confidentiality must be maintained of all material and information pertaining to the position.
Beadworker for "Traditional Treasures"	Capable in flatwork, loomwork and single bead peyote stitch, with knowledge of finish work techniques. Willing to follow instruction and assist in development of teamwork attitude. Willing to exchange techniques that assure quality craftsmanship, utilizing material and supply wisely. Trustworthy, dependable, positive personality and team player.

Attendance Officer Public Safety Branch	Valid ODL required and high school diploma. Highly effective written/verbal communication skills. Ability to perform duties directed at school absenteeism in accordance with branch/tribal policies and procedures. Responsible for enforcement of all applicable laws, as they relate to school attendance. Prepare reports, petitions, complaints against parents, when willful or habitual truancy of child is determined.
Clerk-Typist (Part-Time)	Requirements include high school diploma, ability to type 50 WPM, have a working knowledge of word processing and micro and mini computers. Should have a pleasant personality and capabilities of dealing tactfully with a wide variety of people: government, tribal and general public. Must have Oregon Driver's license. Will be working three days a week.
Range and Agriculture Coordinator/Natural Resources	Knowledge of tribal organization, range, agriculture and livestock management. Should have strong leadership and good organizational skills. Must have a Bachelor Science degree in range management, soil science, animal science or related field. Have at least five to seven years experience in resource management and/or 18 years journeyman level experience in natural resources management and a proven record of position accomplishments.

Bookkeeper/Accountant (Housing)	Associates degree and two years experience in accounting, have general understanding of all major financial systems, experience in operating a micro computer for data entry and processing, proficiency at typing and operating a calculator. Good communication skills with associates and clients, verbal and written.
Food Service Assistant Head Start	Assist Food Service Manager in the preparation and service of well-balanced nutritional meals. Assist with ordering food, participate in training programs and workshops relevant to food service. Transport, serve and clean up after breakfast and lunch and assume duties of food manager during absence. Willing to learn, work weekends, holidays, etc.
Cook/Counter Person Burger Inn	

For more information, call 553-3262

Start your new year with a new kitty! Call Donna at Spilyay or at 475-2419

Guided tours
Continued from page 3



Identify the location of the Geo-quiz and win a year's subscription to Spilyay Tymoo for yourself or a friend and a Spilyay mug. Call 553-1644 with your answer after 1:00 December 31.

younger enter free. The High Desert Museum, a region-wide museum of natural and cultural history, is located six miles south of Bend on U.S. 97. During the holidays, it will be open every day from 9:00 a.m. to 5:00 p.m., except December 25 and January 1.

Open house set

An open house January 18 at the Warm Springs Power Enterprise building will provide community members the opportunity to view the new facility overlooking the Pelton Regulating Dam and to ask questions. Scheduled for 1:00 to 6:00 p.m., the open house will include a dedication and blessing of the building, displays and demonstrations. Drawings from a contest held at Warm Springs Elementary showing students' concept of clean, environmentally safe energy production for the future will also be on display. Those attending the open house will select their favorite by ballot. Learn about hydroelectric power, geothermal power, what Power Enterprises is, and plans for the future by attending.

GIVE YOUR CHILDREN THE GIFT OF A LIFETIME....

SEND THEM TO SCHOOL!

ELEMENTARY:	MADRAS JR. HIGH:	HIGH SCHOOL:
November average daily attendance: 96%	November average daily attendance: 92%	November average daily attendance: 86%

Winter is here

Winter is already here and the mornings are getting cooler and cooler. Building a fire in your woodstove or fireplace can add warmth and cheer to your family mornings and evenings, but have you considered the details of safety that could save your family from a fire crisis? Before you build that cozy fire in your woodstove or fireplace, please take these precautions:

1. Make sure movable combustibles (chairs, curtains, firewood, etc.) are kept at least three feet away from the fireplace or stove.
2. If you are using a fireplace, never leave your screen open and the fire unattended.
3. Burn seasoned wood only.
4. Keep gasoline and other flammable liquids out of the house. Never use gasoline, lantern fuel, kerosene, lighter fluid or similar liquids to start or "freshen" a fire in the stove.

Remember, a cozy home has a safe fire.

If you have any questions, please feel free to contact Fire and Safety at 553-1634.

Enterprise provides employment, crafts

A vision has been realized with the inception of Traditional Treasures, a tribal enterprise which manufactures and markets hand-crafted items. Traditional Treasures does two



Alison Mitchell handcrafts beaded items for Traditional Treasures, a small enterprise which will market products primarily off the reservation.

things says project coordinator Margie Earl. "It helps address unemployment on the reservation with an Indian market that gives attention to a more traditional way of life," and, it serves as a representation of the Warm Springs people. Eventually, Earl foresees, the work of Warm Springs people will be seen in retail outlets off the reservation.

Working in a room at the Warm Springs Apparel Industries building, four women produce the unique beaded articles offered for sale. Wanda Suppah, Teresa Suppah, Alison Mitchell and Maxine Switzyler have been working with Traditional Treasures since August 1990.

"People are already asking about opening a shop in Warm Springs," says Earl, but the market for Traditional Treasures is aimed primarily off-reservation. The prices for the produced items is a little higher than Warm Springs people would like to pay. Earl explains that Traditional Treasures is actually a wholesale dealer rather than a retail shop.

Earl is studying marketing techniques as she begins to consider the extent of the market for items made of buckskin, beads and ribbons from the Warm Springs Reservation. She's becoming familiar with contracts and preferable market areas.

Traditional Treasures can be a successful venture, Earl expresses. With tribal support and awareness of the project she sees a strong enterprise. She also envisions a good market for the items produced. She anticipates an enterprise that will provide employment for tribal members, and she sees a good way to acquaint off-reservation clients with the Warm Springs people showing them that the traditional handwork of Warm Springs craftsmen are treasures they will enjoy owning.

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