

## Tribal employment

(The following is the recent job opening list. See Amelia Tewee in the Personnel Department to submit an application, or call 553-3262. Also, you can apply on-line at [www.ctws.org](http://www.ctws.org). For more details, call the contact person listed on the advertisement.)

**Cash management specialist, fulltime.** Maintain records of accounts receivable and cash receipt transactions on a daily basis. Receiving of all incoming cash and checks. Balance monies for daily bank deposit and keypunch in a timely manner into the general ledger. Key punching of all accounts receivable, cash receipts, adjustments and sales entries. Close accounts receivable and cash receipts system at month end. Assist in the cash management area. Maintain confidentiality in all job related matters. **Experience:** three years accounting experience. **Skills:** computer skills in accounting systems, word processing and spreadsheets, business telephone techniques, ten-key adding machine, record keeping systems, good communication oral and written, dependability a must. Back up the travel accountant position. Salary range \$18,720 to \$22,995 per year. Nettie Downing 553-3479. Open until filled.

**Grant and contract analyst, fulltime.** Review grant applications, track and monitor expenditures. Assist departments in meeting grant/contract and budget deadlines. Prepare financial and budget reports. Maintain master budget and grants/contract audit files. Review available budget funding for all contracts, agreements, special capital requests, budget mods and grant/contract expenditures. Need personal computer skills in spreadsheets and word processing. Good communications skills, written and verbal. Good interpersonal skills. Need working knowledge of accounting principles and terminology. Accounting test will be given. Salary range \$20,429 to \$25,743 per year. Jamie/Bonnie 553-3497 or 553-3219. Open until filled.

**Accounts payable specialist, fulltime.** Timely and accurate processing of accounts payable financial transactions. Requires good interpersonal communication skills for resolving issues with departments and vendors. Requires skills in computer operations. Confidentiality a must. Salary range DOE. Mike Collins 553-3319, open until filled.

**Warehouse assistant, fulltime.** Receive, inspect, and deliver freight received at tribal warehouse. Enter receiving information into computer system. Fill stock requisitions. Must be experienced in forklift operation and knowledgeable in warehouse operations safety methods. Must know organizational structure with ability to journal entry general ledger accounts. Must have a valid Oregon drivers license. Salary range \$18,720 to \$27,455 per year.

### Jobs at Kah-Nee-Ta

**Chinook room server, 2 seasonal positions.** Greet and take guest orders. Maintain proper timing of all orders. \$7 per hour plus tips. High school diploma or GED preferred. Food handlers and OLCC permit (may obtain after start).

**Dishwasher, 2 part-time/seasonal positions.** Expect to work late nights and weekends. Must be organized, responsible for cleanliness of dishes, glasses, etc. Must have current Oregon State Food Handlers card. \$7.25 an hour.

**Custodian, 3 part-time/seasonal positions.** Perform housekeeping duties within facilities, which includes the gaming floors, administration areas, front entrance, garden level, and some resort locations during and after operational hours. Properly maintain beverage stations in a sanitary manner. \$7.05 per hour.

**Training manager, one full-time**

Clint Smith 553-3248.

**Protective care provider, fulltime.** Provide daily care to children from infant to 18 years of age who are victims of abuser neglect. Must be willing to provide nurturing care and understand the needs of these children. Must have a valid Oregon drivers license and proof of insurance. Must be able to work rotating shift work. Must be dependable. Confidentiality is a must. Position requires pre-employment drug test. A criminal history check will need to be completed. Not engage in use of illegal drugs and be free from the dysfunctional use of alcohol. High school diploma or GED. One year child care provider. Salary range \$18,357 per year. Rebekah Main, 553-3209. Open until filled.

**Fire management supply technician, fulltime.** Responsible for warehouse, facilities, and grounds at Fire Management. Supervise one warehouse employee. Be an active part of the logistical section and take part in all fire training that pertains to the operation of the warehouse. Be experienced in inventory control, maintenance and procedure related to operation of the warehouse. Be experienced in inventory control maintenance and procedures related to Fire Management activities. Have a good knowledge of chainsaws, handtools, portable pumps and other supplies and equipment used in fire suppression. Applicant must have a valid Oregon drivers license or able to obtain one, and have a good driving record. Must be in good physical condition and be available during fire season. Work schedules will include weekends during fire season and may require working overtime. Applicant must have high school diploma, strong organization skills and computer knowledge. Good people skills a must. Salary range \$12.79 to \$15.85 per hour. Kenneth Lydy, 553-1146. Closes 6/25.

**Fire Management fuels manager, fulltime.** Must have a current and valid drivers license. Minimum education requirements: Degree: Biological sciences, agriculture, natural resources, chemistry, or related disciplines appropriate to the position. Or, a combination of education and experience; courses equivalent to a major, as shown above, plus appropriate experience or additional education. Duties: plan, schedule and implement the reservation wide fuels management program, coordinate with the tribe and other federal agencies to meet annual treatment goals, provide program coordination and ensure compliance with appropriate policies and regulations. Serve as the agency subject matter expert in the areas of fire effects, fire ecology, fuels assessment, smoke management, fuels treatment, prescribed burning, fire weather and fire behavior and provide leadership in fire suppression. Work in a team environment within the Fire Management organization and reser-

vation Natural Resource Branch, which requires reaching consensus among differing viewpoints while under stress and within short time frames. Responsible for developing and reviewing documentation necessary for environmental clearance of forest and range fuels management activities. Work with tribal Natural Resources and BIA forestry to ensure fuels are addressed in project development. Provide training, technical assistance and direction to agency and tribal staff relating to the fuels/fire program. Also conduct various public meetings with the tribal public and various tribal committees. Salary \$19.02 per hour. Garrett Cooke, 553-2413. Open until filled.

**Fire Management fuels planner, fulltime.** Must have a current and valid drivers license. Minimum education requirements: Degree: Biological science, agriculture, natural resources management, chemistry, or related disciplines appropriate to the position. Or, a combination of education and experience; courses equivalent to a major, as shown above, plus appropriate experience or additional education. Duties: provide technical assistance in development, implementation and evaluation of fuels management projects and treatments. The use of various computer applications will be necessary to complete these tasks. Involved in various duties relating to the assessment of fire and fuels modification on natural resources, implementation of fuels treatments, prescribed burns and firesuppression. Work in a team environment within the Fire Management organization and tribal Natural Resources Branch, which requires reaching consensus among differing viewpoints while under stress and within short time frames. Incumbent is responsible for developing and reviewing documentation necessary for environmental clearance of forest and range fuels management activities. Works with tribal Natural Resources and BIA forestry to ensure fuels are addressed in project development. Provide training, technical assistance and direction to agency and tribal staff relating to the fuels/fire program. Provide report, plans and proposals to the fuels manager and FMO for their review. Participates in various public meetings with tribal public and various tribal committees. Salary \$19.02 per hour. Garrett Cooke, 553-2413.

**Junior project engineering.** Assist project engineer in the management of projects. Assist in the studies and engineering reports required to plan and design the various projects. Assist in training and development of new employees. Assist in budget preparation. Administer contract and project progress reports. Must have knowledge of ACAD program and learn civil design program. Degree in civil engineering preferred. Salary range \$31,148 to \$49,213 per year.

**Front desk guest service representative, 2 part-time/seasonal positions.** The GSR is a customer specialist who serves resort guests. Tasks include welcoming and greeting guests, checking them in and out of resort rooms on computer system, informing guests about facilities - hours, rates, packages, activities. \$7.25 an hour.

Other jobs at the resort now available: **Blackjack dealer, Chinook Room host/cashier, room attendant, houseman, sales manager, rooms division manager, bellman, shuttle driver, banquet manager.**

For jobs at the resort, please apply in person. To contact Kah-Nee-Ta High Desert Resort and Casino Human Resources Department call (541) 553-1112, ext. 3401. E-mail resumes to [khdchr@kahneeta.com](mailto:khdchr@kahneeta.com).

**Owner needs a 1975 manufactured home in decent condition moved. Located at the corner of K and Third in Madras. \$5,000 obo. 475-6137 ask for Bill.**

### Upper Dry Ck. Rd. House for sale/make offer

Private residence. Single story, 3 bedroom, 2 bath, ranch style home with 2-car garage. Lawn w/underground automatic sprinkler system. Landscaped yard, mature nursery trees, front and back yard. Concrete retaining walls with cyclone fence around yard. Newly renovated interior with new carpeting and vinyl floor.

Negotiable with one to five acres. Asking \$133,000 with one acre. Must apply and qualify through Credit/Mrs. Fuentes. (541) 553-3201. Shown by appointment only/ Norman Nathan, 553-1766.

### House for sale Sunnyside subdivision

Three bedroom w/bathroom with 2 car garage. Also a custom built metal storage shed, approx. 16X20 foot with covered wood storage area. Approx. 3 acres of land fully

fenced with gates. Sod grass planted within chainlinked fence and several flowering and fruit trees planted. Call Dean Seyler at 928-338-3549.

### In the Tribal Court of the Confederated Tribes of Warm Springs

**Ralph's TV and Furniture, petitioner, vs. Reuben Johnson, respondent, Case No. IN62-03. To Reuben Johnson:** You are hereby notified that a petition for OVERDUE ACCOUNT been filed with the Warm Springs Tribal Court. By this notice you are hereby summoned to appear in this matter at a hearing scheduled for 3 p.m. on July 7, 2004, at the Warm Springs Tribal Court. All of the facts in this case will be heard at this hearing, including evidence you wish to present. You must appear to present your argument or the other side will automatically win. The petitioner, Ralph's TV & Furniture, may then be given all that is asked for in the petition for overdue account. The petitioner will be present at the hearing. If you desire to personally argue your side of the case, you may have a legal aide, spokesperson or attorney appear on your behalf at your expense. If you have questions, seek legal advice. Judge Walter Langness III.

behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

**To Jose Perez, case No. IN59-04.** An informal hearing has been scheduled with the Warm Springs Tribal Court at 9 a.m. on July 14, 2004. This hearing has been scheduled at the request of Credit Services of Oregon for the following reason: Overdue Account. You are hereby required to appear at this time on your own behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

**To Ralph Aguilar Sr., case No. IN49-04.** An informal hearing has been scheduled with the Warm Springs Tribal Court at 3:30 p.m. on June 30, 2004. This hearing has been scheduled at the request of Credit Services of Oregon for the following reason: Overdue Account. You are hereby required to appear at this time on your own behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

**To Leroy Allen Jr., case No. IN48-04.** An informal hearing has been scheduled with the Warm Springs Tribal Court at 4 p.m. on June 30, 2004. This hearing has been scheduled at the request of Credit Services of Oregon for the following reason: Overdue Account. You are hereby required to appear at this time on your own behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

**To Carolyn Wewa, case No. IN58-04.** An informal hearing has been scheduled with the Warm Springs Tribal Court at 10 a.m. on July 14, 2004. This hearing has been scheduled at the request of Barister Support Service for the following reason: Overdue Account. You are hereby required to appear at this time on your own behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

**To Leroy Allen Jr., case No. IN48-04.** An informal hearing has been scheduled with the Warm Springs Tribal Court at 4 p.m. on June 30, 2004. This hearing has been scheduled at the request of Credit Services of Oregon for the following reason: Overdue Account. You are hereby required to appear at this time on your own behalf. It is important that you attempt to resolve this issue, in order to prevent further action against you in state court. If you fail to appear at the scheduled time, the presiding judge may issue a warrant for your arrest. Judge Wilma Ann Smith.

### In the Probate Court of the Confederated Tribes of Warm Springs

For the following probate cases, Notice to Creditors is hereby given:

That all persons having claims against the estate are required to present their claims, with proper voucher, to the Warm Springs Tribal Probate, P.O. Box 850, Warm Springs OR 97761, within 90 days from the date upon notice first being posted.

Notice also is hereby given that the above entitled court has appointed Richard Toher as administrator to administer the decedant's estate, subject to Tribal Court jurisdiction.

The probate cases are as follows:

In the matter of the Estate of William Hicks, deceased, Estate File No. 096-PR96-03. William Hicks, who resided in Warm Springs, Oregon, passed away on December 13, 2003. Notice was first posted on June 14, 2004.

In the matter of the Estate of Elliott Switzer, deceased, Estate File No. 014-PR14-04. Elliott Switzer, who resided in Warm Springs, passed away on May 27, 2004. Notice was first posted on June 7, 2004.

### Inter-tribal fish commission has 2 job openings

The Columbia River Inter-Tribal Fish Commission in Portland has the following job openings:

**Manager, watershed department.** Provide overall leadership and management of watershed restoration programs for CRITFC and four member tribes. Full benefits. Initially one year with possible extension. Degree in fisheries science, hydrology or related natural resource field, or

relevant experience and leadership qualities. Minimum three years natural resource management and personnel supervision and five years preferred. Computer proficiency and excellent written, oral and presentation skills required. Extensive travel required. Closing date August 16.

**Administrative Assistants:** Two positions open in fish science and office of the executive director departments. Both

require MS office suite skills and one requires advanced computer skills especially in Excel and Access and other programs. Closing date July 23.

Full job announcements and application process available upon request at (503) 238-0667 or can be viewed at [www.critfc.org](http://www.critfc.org). Send letter, resume and list of references by mail, fax or email. Hiring preference for Native Americans.