

## Jobs

(The following is the recent job opening list of the Warm Springs Tribes. 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 on the positions, call the contact person listed on the advertisement. Or visit the tribes' job advertisement list at [www.ctws.org](http://www.ctws.org). All positions are open until filled, unless otherwise indicated.)

### Office Manager/TC Recorder.

Coordinate administrative support services in ASC office and develop and supervise program for maximum utilization of services. Supervise staff on day to day basis. Ensure process, finalize distribution of resolution, ordinances, Law & order code and major documents that are approved by Tribal Council. Scheduling/maintaining meeting information for Tribal Council agenda with Tribal Council officers for presentation to Tribal Council. Plan training program for staff to keep current with records, electronic technology, recording meetings for Tribal Council & Tribal Committees. Coordinate recording schedule w/contractor, ASC staff with the Secretary/Treasurer-CEO. Attend out of town meetings w/Tribal Council & Committee's as needed or coordinate with ASC Staff & Contractor to ensure coverage. Assist travel coordinator with travel preparation by assisting with communication with Tribal Council and ensure meeting information available when presented to Tribal Council. Assist w/coordinating local public meetings, district and general council meetings for Tribal Council. Experience and skills required: Associate Degree in Business Admin-

istration, 3 years of supervisory experience, must be skilled in typing and short-hand/brief hand, able to communicate verbally and written, able to make sound judgment, have full working knowledge of Tribal organization and major documents of the Confederated Tribes of Warm Springs, operate standard office equipment, Microsoft windows program, experience desirable Salary Neg. Lynn Davis 553-2221. **Closes 1/11.**

### Public Health Educator.

Design, select, and conduct health education programs and services to meet the needs of the community. Administer the Health Education Program, to include preparing reports, budgets, and yearly program objectives. Plan and maintain annual continuing educational activities for the health education program. Provide health promotional services for other health programs. Participate in health policy formulation. This job communicates with other departments, outside health care professionals and consultants, as well as County, State, Federal Indian Health Service and other Tribal agencies. Education Requirements: Masters Degree in Public Health Education in two years experience in public health education, education or social work. Two years supervisory experience. Knowledge and Skills Required: Knowledge of contemporary and emerging health problems, including the knowledge of interpret the prevalence and casual relationships of the health concerns within the specific Indian population. Salary Range \$49,114. Yr. Lauraina Hintsala 553-3205. **Closes 12/21.**

### HUD Resident Services Specialist.

High School Diploma or equivalent. Valid ODL, provide own transportation. Three years related experience which includes basic knowledge of accounting. General office equipment skills including personal computer skills in word processing and spreadsheets. Good interpersonal and communication skills, oral and written. Knowledge of rules, regulations, policies, procedures, organization, and administration. Knowledge of rules, regulations, and laws governing Indian Housing including HUD. Keep housing staff current and informed on all activities, commitments, agreements made and conditions which concern the Housing department. Schedule and conduct inspections and home visits, move in/out. Provide assistance with housekeeping, yard upkeep and basic household maintenance needs to tenants. Maintain various paperwork and records, responsible for written documentation of contacts made with tenants. Answer tenant questions and refer to supervisor or other agencies. Salary Range DOQ. Sharon Jones 553-3250.

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### Tribal Secretary.

High School Diploma or equivalent. Three years office secretarial experience which includes 2 years PC experience, General office equipment skills including personal computer skills in word processing and spreadsheets. Good interpersonal and communication skills, oral, written and listening. Thorough working knowledge of alpha and numeric filing systems. Provide office and secretarial support for the Housing Department. Coordinate activities with other department within the Tribal Organization. Complete typing assignments from dictation or hand written rough draft. Take verbatim minutes of staff/committee meetings and prepare typed copies for staff members. Salary Range DOE. Sharon Jones 553-3250.

### On call Bus Driver.

High School or equivalent education. Valid Oregon C.D.L. drivers license with clean driving record. Positive people to work with the community and coworkers. Must be able to lift 50 lbs.

First Aid/C.P.R. required to drive a 12 person bus with two wheelchair seating. Job includes maintenance logs for bus. Cleaning bus. Assisting persons getting on and off the bus. Clean and sober for minimum of 6 months. Salary Range \$13.00 hr. Kim LeClaire 553-3491.

### Tele-communication Officer on call Limited Duration.

High School diploma or equivalent. 21 years of age and possess a valid Oregon drivers license. Must pass pre-employment test (basic math, spelling, reading comprehension and writing). Must submit to pre-employment drug test. Must have no felonies on record and no misdemeanors within one year of employment. Must have the ability to type 40 wpm and ability read and follow written and oral instructions. Valid First Aid and CPR certification desirable but not required. Successful applicant must complete LEDS, COMED and Basic telecommunication training. Avex Miller 553-

3273.

### Police Officer.

High School diploma or equivalent. Must pass pre-employment test (basic math, spelling, reading, comprehension and writing). Must submit to pre-employment drug test. Physical exam required. Must pass DPSST physical standards and complete successfully within one year from time of hire. Must be 21 years of age and possess a valid Oregon driver's license. Must have no felonies or domestic violence convictions. Must have no misdemeanor convictions within one year of employment. Must maintain all minimum requirements during employment. Salary Range \$23,440. Yr. To \$24,340. Yr. Bruce Fones 553-3272.

### Corrections Officer - Female.

High School diploma or equivalent. Must pass pre-employment test (basic math, spelling, reading comprehension and writing). Must submit to pre-employ-

ment drug test. Physical exam required. Must pass DPSST physical standards and attend DPSST academy and complete successfully within one year from time of hire. Must be 21 years of age and possess a valid Oregon driver's license. Must have no felonies or domestic violence convictions. Must have no misdemeanor convictions within one year of employment. Must maintain all minimum requirements during employment. Salary Range \$23,440. Yr. To \$24,340. Yr. Bruce Fones 553-3272.

### Lead Plumber.

Oregon Licensed Journeyman with ODL. Work includes, but is not limited to: Maintain and install plumbing in Tribal buildings. Service the plumbing in Tribal homes, including septic systems. Operate excavating equipment (backhoe, trenchers, etc) Train apprentice, manage work orders, and control inventory. Salary Range \$31,110. Yr. To \$38,500. Yr. Randy Wallace 553-3482.

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

### Name Change

In the matter of Valejho Becerra, applicant; Nachele Kalama, petitioner; case no. DO141-07. The above individual has filed a petition with this court to change name from Valejho Becerra to Vallejo Becerra. A hearing on this matter has been set for 2 p.m. on Jan. 21, 2008 at the Warm Springs Tribal Court. Any person who may show cause why this petition should not be granted must file such objection on or before Jan. 14, 2008. This shall be done in writing and filed with the court.

In the matter of Gary Roscoe Chiquito Katchia Jr., dob 10/11/00, applicant; Lyle Katchia, petitioner; case no. DO84-07. The above individual has filed a petition with this court to change his/her name from Gary Roscoe Chiquito Katchia Jr. to Gary Wilson Katchia Jr. A hearing on this matter has been set for 10 a.m. on Jan. 23, 2008 at the Warm Springs Tribal Court. Any person who may show cause why this petition should not be granted must file such objection on or before Jan. 16, 2008. This shall be done in writing and filed with the court.

In the matter of Josiah Blue Weldon, dob 12/25/92, applicant; Aurel Stinson, petitioner; case no. DO153-07. The above individual has filed a petition with this court to change name from Josiah Blue Weldon to Josiah Blue Kalama-Surface. A hearing on this matter has been set for 3 p.m. on Jan. 23, 2008 at the Warm Springs Tribal Court. Any person who may show cause why this petition should not be granted must file such objection on or before Jan. 16, 2008. This shall be done in writing and filed with the court.

### Trial/Hearing

Confederated Tribes of Warm Springs Reservation of Oregon vs. LaDonna Velasquez, defendant, case no. CR265-06. To: LaDonna Velasquez: You are hereby notified that the above cited case(s), as filed in the Warm Springs Tribal Court, has been scheduled for trial/hearing at 1 p.m. on Jan. 9, 2008. You are hereby ordered to be and appear at the Warm Springs Tribal Court at the time and date shown to defend against the charge(s). You may be represented by yourself, by an attorney, or by a spokesman, at your own expense. You may bring any documents you believe are relevant to this cause, and you may bring witnesses to testify on your behalf. You may request the court to subpoena you witnesses; however, you must submit your list of witnesses no later than two weeks prior to trial; failure to do so will not be considered sufficient reason to postpone the trial. If you have any questions, you should seek legal advice immediately. If you fail to appear as so ordered, the tribal court may enter a complaint for contempt of court and issue a warrant for your arrest.

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### Custody Review

Confederated Tribes of Warm Springs Reservation of Oregon vs. Roberta Thomas-Hancher and Vera Thomas, case no. JV124-01 and JV125-01. To: Roberta Thomas-Hancher and Vera Thomas: You are hereby notified that the above cited case(s), as filed in the Warm Springs Tribal Court, has been scheduled for custody review at 3 p.m. on Feb. 11, 2008. You are hereby ordered to be and appear at the Warm Springs Tribal Court at the time and date shown to defend against the charge(s). You may be represented by yourself, by an attorney, or by a spokesman, at your own expense. You may bring any documents you believe are relevant to this cause, and you may bring witnesses to testify on your behalf. You may request the court to subpoena you witnesses; however, you must submit your list of witnesses no later than two weeks prior to trial; failure to do so will not be considered sufficient reason to postpone the trial. If you have any questions, you should seek legal advice immediately. If you fail to appear as so ordered, the tribal court may enter a complaint for contempt of court and issue a warrant for your arrest.

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**Need help with a legal problem?**  
 Legal Aid Services of Oregon provides free assistance to low-income Oregonians in many civil cases. Speak with an attorney during drop-in hours 1 to 4 p.m. on the first Monday of the month at the Family Resources Center in Warm Springs. Or call us at 385-6944 Monday through Wednesday between 10 a.m. and 2 p.m.