

Spilyay classifieds

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. 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. 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 communica-

tion 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 Administration, 3 years of supervisory experience, must be skilled in typing and shorthand/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.**

Gaming Commission: Surveillance Observer Part Time.

Must have High School Diploma or equivalent. Must be able to obtain a gaming license by passing an extensive background check. Able to sit inside a closed room for up to twelve hours or longer. Must be dependable. Salary Neg. Call Surveillance Supervisor at 553-4890.

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 LEADS, 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 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 \$25,535. Yr. Avex Miller 553-3272.

Public Safety: Corrections Officer - Female.

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 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 felo-

nies 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.

Public Utilities 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.

Kah-Nee-Ta

For employment information at Kah-Nee-Ta call 553-1112, and ask for Personnel or the Human Resources Department.

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475-6317

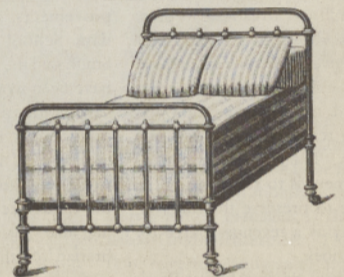


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NDN Tech.

Native Development with New Technology
"Connecting you to the future"

Our goal at NDN Technology is to provide quality technical support to the Warm Springs community at a competitive rate; from a Native owned company.

Computer technical support provides:

1. Computer support, troubleshooting, software update and upgrades
2. In-home computer training (PC's)
3. Internet connection: dial up, DSL, Satellite
4. CD/DVD burning, music and movie downloading
5. Virus scan and removal
6. Reloading of corrup Operating Systems
7. Fixing "error" messages
8. Advise on how to buy a computer
9. Information saving and backups
10. Printer and other peripheral device hookups
11. Digital picture printing, file backups

Other electronic services include:

1. Home Entertainment installation
2. Car stereo installation
3. Consulting of electronics purchase
4. Cell phone training
5. Home security consulting

Questions regarding what kind of services we have to offer and what we charge please feel free to call (541) 553-1284.

Douglas Maurice Jackson
Computer and Electronics Technician A.A.S.
Founder of NDN Tech.

With all of our services we include a report on what we have done to your PC (as to clear up any liability issues in the future).

MILLER FORD-NISSAN

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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.