

Tribal jobs

See Amelia Tewee in the personnel department to submit an application, or call 541-553-3262. View full descriptions and apply online at www.ctws.org. For jobs at Kah-Nee-Ta, go to kahneeta.com.

Court Admin: Probate Assistant.

To maintain confidentiality, work as a team member. Ensure compliance with all rules, regulations, policy and procedures. Successfully pass a drug test and background check. Use positive communications and body language, friendly. Sets aside personal feelings, team members are cross-trained to better provide full service. Effective and quality service, answer phones, enters data. Serve as administrative aide and trainee in Public Administration. High School Diploma or equivalent. Three years general office experience, preferably in the tribal court system. Salary Range \$24,500. Yr. To \$28,954. Yr. Stevie Hicks 553-3264. Closes 5/6.

Court Admin: Data Processing Clerk.

Front desk. Must maintain confidentiality; knowledge of computer skills, must be a team member, ensure compliance with all rules, regulations, policies, and procedures. Successfully pass a drug test, background check, multi-tasks, team member are crossed-trained to better provide full service. Proper business etiquette. Input data entries of court documents/records; transfer information of court proceedings into computer. Provide clerical assistance to Court Administration staff. High School Diploma or equivalent. Two years secretarial business college, preferably legal. Two years equivalency in computer work. Three years secretarial or general office experience. Two of which were spent in judicial field. Salary Range Neg. Maria Godines 553-3264. Closes 5/6.

Forestry: Lookout

Must be dependable (available 7 days/week), possess the ability to work alone, sit for long hours and climb and work in 90-100' tower. Position requires good verbal communications skills, eye-sight, and ability to read maps, fire finders and weather instruments. Must possess valid ODL. Employee must furnish their own subsistence or provide their own transportation to and from work site. Selected individual must be willing to work extended shifts and weekends.

Salary Range \$11.95 Hr. William Wilson 553-1146. Closes 5/13.

Gaming Commission: Inspector.

Daily on-site inspection and regulation of gaming activities. Ensure compliance with all rules, regulation and policy and procedure. Document and investigate violations, incidents and complaints and prepare reports in a timely manner. Requires professional communication skills and high level of confidentiality. Work hours will include nights, weekends and holidays. Must pass drug test and background investigation for gaming license. Salary Range \$18. Hr. To \$22. Hr. Pamela Keo-Oakes 553-4890. Closes 5/13.

Human Resources: Health Systems Data Analyst.

Responsible for a wide variety of financial reports and spreadsheets, including weekly & monthly; as well as the annual 1099's. Process referrals and pay claims. Interact with both internal/external medical providers. Provide assistance to MCP patients with medical referral process, alternative resources and to providers with matters related to referrals, medical claims & payments as needed. Work closely with MCP Supervisor and the Health Systems Specialist maintaining a "team" effort at all times. Maintain patient privacy & medical records confidentiality. Proficient in Excel & Word to provide accounting & budgetary reports as requested. Responsible for operational purchases, tracking and logging for department. Provide computer support as needed. Attitude and motivation of prime importance. Provide positive "Acting" supervision, instruction and guidance to support staff in absence of supervisor. Must maintain an extremely high work ethic as position is extremely busy and needs constant focus requiring high organization skills. A.S. Degree in health administration; 2 years experience or 5 years experience in health care with 2 years supervisory experience. PLEASE ATTACH A RESUME & COVER LETTER TO APPLICATION. Salary Range \$26,707. Yr. To \$40,594. Yr. Elina Langnese 553-4948. Open until filled.

Natural Resources: Enforcement Ranger.

Represent the Confederated Tribes of Warm Springs Reservation of Oregon Branch of Natural Resources as a commissioned Law Enforcement Officer. Perform all aspects of Natural Resource protection,

conservation and education. Implements conservation enforcement as needed for the Ranger program in connection with fish and wildlife enforcement, recreational aspects of parks management including maintenance activities, as well as other natural resources objectives such as cultural resource protection. Works independently and in conjunction with other Rangers, WSPD, natural resource staff, and outside agency personnel. A Bachelor's degree in Law Enforcement preferred with a minimum 2 years experience. Previous experience in fish and wildlife enforcement, parks and recreation land management conservation preferred. A current commission certification from an accredited law enforcement academy. Must be 21 years old. A Valid Oregon Driver's License and Boater Education Certificate. Successfully pass a drug test and background check. Work weekends/weekdays including holidays and rotational shifts Salary Range \$25,000. Yr. To \$35,000. Yr. Doug Calvin 553-2001. Open until filled.

Natural Resources: Wildlife Biologist.

Implement reservation deer research telemetry project for the next three years. Analyze deer data and vegetation data layers to assess priority area on the reservation for restoration needs. Implement restoration projects for deer recovery on the reservation and also work on restoration projects at Pine Creek Conservation area near Clarno. Determine the ecological impact of various land use activities on wildlife resources for the Warm Springs Indian Reservation. Determine restoration priorities through deer telemetry research and implement those priorities. Works independently and supervises wildlife technicians to project completion. A thorough knowledge of wildlife ecology and management techniques. Working knowledge of evaluating impacts and writing Project and/or Biological Assessments, and ESA consultation. Technical and grant writing skills for matching funds preferred. Prior habitat restoration experience preferred. Four year degree in wildlife biology, ecology, management, or related field. Two years of professional experience in wildlife management. Valid State Driver' license. Successfully pass a drug test. Salary Range \$35,000. Yr. To \$45,000. Yr. Doug Calvin 553-2001. Open until filled.

Natural Resources: Fish Biologist.

This position will manager

conservation projects for the Tribes' John Day Watershed Restoration Program. This program implements 35-50 habitat restoration and conservation projects per year through its direct oversight or through many partners throughout the entire John Day River Basin. Focus will be on anadromous fish resources with secure funding beyond 2017. This supervisory position requires excellent leadership and communication skills, a keen understanding of the socioeconomic context of rural and agricultural land management, contract writing abilities, and experience with project management. This position will be located in John Day,, Oregon. Qualifications include a bachelor's degree in natural resources-related field plus at least three years of professional experience in project design, project management, and supervising staff. For a full job description, email Scott Turo at sturo@wstribes.org. Please attach a resume to the job application Salary Range \$39,000. Yr. To \$45,000. Yr. No phone calls. Closes 5/6.

Natural Resources: Fish Biologist.

Employment length may be from 3-6 months. Primary job duties include project implementation (collecting lamprey escapement data at Seufert Falls, creeling tribal members, lamprey redd counts, electrofishing and other duties as assigned) communication and oversight of field personnel; collecting data consistent with identified objective, data entry, and working cooperatively with a variety of agencies and communication skills. Much of this work will be conducted at night at Suefert Falls, Fiifennille Creek. Must be willing to work long hours including day, night, weekends and holidays. Work in potentially adverse weather conditions. Strenuous activities including heavy lifting and long hikes on uneven surfaces will require. Working away from the Fiftenmille Creek may be required for extended periods of time Preferred bachelors degree in fisheries biologist or equivalent degree. Work experience may substitute for a degree. Must have a valid driver license and be able to pass a drug test. Salary Range \$13.00 Hr. To \$15.00 Hr. Matt Fox 553-2416. Open until filled.

Natural Resources: Fish Technician I.

Employment length may be 1 - 8 months. Assist staff in sampling fall Chinook, lamprey, and bull trout. Tasks to be complete include collection and tagging fall Chinook, collecting and marking lamprey at

Sherars Falls at night, conducting lamprey creel, assisting with redd counts for lamprey and bull trout. Must be willing to work long hours, days, nights, weekends and holidays. Will work in potentially adverse weather conditions. Strenuous activities including heavy lifting and long hikes on uneven surfaces will be required. Valid Oregon Driver's License, high school graduate or equivalent GED, related experience desired and must pass a drug test. Salary Range \$10.00 Hr. To \$13.50 Hr. Jennifer Graham 553-2416. Open until filled.

Natural Resources: Fish & Wildlife Tech II

Technician will be responsible for a variety of duties related to fish and wildlife habitat conservation and land management. Duties include (but are not limited to): fence construction, water developments,

thinning, juniper control, weed control, vegetation and stream monitoring, red surveys, irrigation maintenance, moving cattle, tree planting, leading youth crews on work projects, and various other tasks Employee will be required to work independently in an outdoor setting in a safe and efficient manner. Must be able to lift 50 pounds and hike for up to 5 miles per day over rough terrain. Will be required to work in all kinds of weather. Must be able to work with youths 15-16 years old. Salary Range \$10.50 Hr. To \$12.00 Hr. John Day Office 541-575-1866. Closes 5/6.

Public Safety: Corrections (Female).

Able to obtain Department of Public Safety Standard and Training (DPSST) Certificate within one year of employment. Salary Range Neg. Ron Hager 553-3309. Open until filled.

Jobs at Kah-Nee-Ta

Chinook Room: Host/Cashier.

Serves and seats guests, answers phones, processes to-go orders. Assists wait staff, keeps dining room clean and orderly. Shift varies and must be willing to work nights, weekends, and holidays. Computer skills required to close guest checks. Food Handler's card required. Requires the ability to speak, read, and write in English. Must pass basic math assessment. Must stand for extended periods of time, with the ability to lift 25 lbs repeatedly. \$8.50/hour plus tips. Closes 5/8.

Cocktail server.

Serves food and beverages to guests in a way that ensures repeat business. Maintains lounge set up on a daily basis. Prepares food as needed. Standard sid-work as requested. Participates in training programs. Must be willing to work nights, weekends, and holidays. Diploma/GED, OLCC License, Food Handler's card required. Must have the ability to read, write, and speak English. \$8.50/Hr plus tips. Closes 5/21.

EVS Custodial.

Upkeep resort, casino and village. deep cleaning and restocking or all restrooms. Vacuuming, hard floor upkeep, sweeping, mop-

ping, waxing, buffing. Washing windows and dusting or areas. Must be able to lift up to 50 lbs. Must be willing to work nights, weekends and holidays. Must have reliable transportation with a valid ODL. Must be at least 21 years of age. Must complete and pass the OSP background check. \$8.50/Hr. Closes 6/30.

Gift Shop Sales Associate.

Seasonal - part time. Cashier, stocking, inventory, light cleaning. Must have communication and retail skills. Must be willing to work nights, weekends, holidays. Diploma/GED preferred. \$8.50/Hr.

Relief Night Auditor

Balance number of rooms and revenue and prepare necessary reports. Balance all outlets. Make deposits. Maintain log books. Answer switchboard and radio as necessary. Maintain high level of personal appearance and grooming. Take reservations. Guest services. Diploma/GED required. College experience a plus. Ability to understand financial information. Computer skills. Experience with office equipment. ODL preferred. Must be willing to work nights and weekends. Closes 5/21.

In the Tribal Court of the Confederated Tribes of Warm Springs

Notice to Creditors

In the Matter of the Estate of Douglas R. Palmer Sr., WS, U/A, deceased. Estate File Number: 2011-PR-14.

Notice is hereby given that Douglas Ralph Palmer Sr., who at the time of his death, last known residence was 8554 Sidwalter B-160 Road, died on the 28th day of March, 2011, and that the above entitled Court has appointed Virgil Culp, as Acting Administrator to administer the decedent's Estate subject to the jurisdiction of the Tribal Court.

Notice is further given that all person having claims against the decedent's Estate are required to present their claims, with proper voucher, to the Warm Springs Tribal Probate, PO Box 850, Warm Springs, OR 97761 within 90 days from the date upon which this notice was first posted.

This Notice was first posted on the 5th of April 2011.

Show Cause Hearings

Confederated Tribes of Warm Springs, petition, vs. Kista Flores and Diamond Tewee, respondents. Case no. JV09-09 and JV 110-09. To Kista Flores and Diamond Tewee:

You are hereby notified that a show cause/failure to comply has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 4 p.m. on May 31, 2011 at the Warm Springs Tribal Court.

Confederated Tribes of Warm Springs, petitioner, vs. Jessica Tufti, respondent. Case no. JV172-02. To Jessica Tufti:

You are hereby notified that a show cause/failure to comply has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 9 a.m. on

May 24, 2011 at the Warm Springs Tribal Court.

Confederated Tribes of Warm Springs, petitioner, vs. Charles Cook Sr., respondent. Case no. JV215-01. To Charles Cook Sr.:

You are hereby notified that a show cause/failure to comply has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 9 a.m. on May 31, 2011 at the Warm Springs Tribal Court.

Hearings

Leland George, petitioner, vs. Adeline Gleason, respondent. Case no. DO52-11. To Leland George/Adeline Gleason:

You are hereby notified that a conservator/guardian has been filed with the Warm Springs Tribal Court. By this notice you are summoned to ap-

pear in this matter at a hearing scheduled at 4 p.m. on May 24, 2011 at the Warm Springs Tribal Court.

Reva Johnson, petitioner, vs. Carlo Wallulatum, respondent. Case no. RO48-11. To Carlo Wallulatum:

You are hereby notified that a restraining order has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 9 a.m. on May 26, 2011 at the Warm Springs Tribal Court.

Tasheena Andy, petitioner, vs. Travis Andy, respondent. Case no. DO36-11. To Travis Andy:

You are hereby notified that a petition for conservator/guardian has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 11 a.m. on May 24, 2011 at the Warm Springs Tribal Court.

Angela Polk, petitioner, vs. Brandon Craig, respondent. Case. No. RO46-11. To Angela Polk/Brandon Craig:

You are hereby notified that a petition for restraining order has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 4:30 p.m. on June 2, 2011 at the Warm Springs Tribal Court.

Maurice Smith, petitioner, vs. Brandon Craig, respondent. Case no. RO47-11. To Maurice Smith/Brandon Craig:

You are hereby notified that a petition for restraining order

has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 4:30 p.m. on June 2, 2011 at the Warm Springs Tribal Court.

Leslie Yaw, petitioner, vs. Tony Boise, respondent. Case no. RO-45-11. To Leslie Yaw/Tony Boise:

You are hereby notified that a petition for restraining order has been filed with the Warm Springs Tribal Court. By this notice you are summoned to appear in this matter at a hearing scheduled for 9:30 a.m. on June 2, 2011 at the Warm Springs Tribal Court.

Fresh Produce at Commodities

The Commodities Food Program is now offering new fresh produce items such as baby carrots, cauliflower, celery, romaine lettuce, granny

smith apples, and north-west pears.

Please stop in, get signed-up, and receive some healthy, fantastic fresh produce today!