

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.

COO - Executive Secretary.

TRIBAL MEMBER PREFERENCE; High School diploma or equivalent. Associates degree, certification, or business college in secretarial field. Five years, experience, two of which must be at executive secretarial level. Excellent communication skills: written, verbal and listening. Good spelling and grammar skills. Personal computer skills in word processing, spreadsheet, and graphics, Alpha and numeric filing skills. Excellent business telephone techniques. Knowledge of record keeping systems, and efficient methods of processing paper flow. Type 65 wpm with accuracy. Maintain Confidentiality. Supervision required: minimal Salary Range \$28,000. Yr. To \$37,000. Yr. Urbana Ross 541-553-3228. Closes 3/2.

Education: Head Start Teacher.

Provide a safe, nurturing and stimulating learning environment for a group of 3-5 year old children that enhances the overall development of each child and reflects both the family and community culture. Prepare weekly lesson plans based on child and curriculum goals. Must have child observation, child assessment, communication and mentoring skills. Comply with Head Start Performance Standards, USDA and State Certification requirements. Ensure that children are exposed to one or more of the local Native American Languages. Work as a team player with co-workers, other program staff, and parents. Associated degree in Early Childhood Education, Child Development or a related field required along with at least 1 year of pre-school setting experience and supervisory

skills. Must be able to lift children up to 50 lbs. and be in good to excellent condition. Must pass criminal history background check (State & Tribal). Valid Driver's License required. Salary depending on experience. Kirstin Hisitake 541-553-3242. Open until filled.

Education: Head Start Bus Driver.

Provide safe and supervised transportation for children and families to and from school on fixed route. Nurture and guide children in a manner that fosters positive development. Communicate program information between parents, teaching staff. Physically fit for assisting children off and on the school bus and dealing with emergency situations. High School diploma or equivalent required. Must possess a valid Oregon CDL with passenger and school bus endorsement, with a clean driving record for 3 years verified by DMV. Must provide core bus training certification verification of required 15 hours behind the wheel and 8 hours of core training. Must pass the criminal history both state and tribal. Must be currently certified on First Aid/CPR and Food Handlers certification. Attend and participate in training, workshops, conferences etc. Conduct and monitor daily bus maintenance checks and refer maintenance needs. Salary Range \$24,037. Yr. Kirstin Hisitake 541-553-3242. Open until filled.

Education: Day Care Teacher.

Must meet Child Care Division teacher qualification requirements: Child Care Development with College credits and/or teaching experience in a certified child care center. Will assist in completing child assessments and identifying individual child goals, preparing lesson plans that clearly describe planned experiences, adult roles, materials needed and benefits intended for children. Ensure daily observations and relevant classroom documentation is completed. Maintain Confidentiality. Have excellent verbal and written communication skills. Willing to work as a team player. Practice full inclusion of children

with disabilities and diverse backgrounds. Maintain all sanitation and health standards. Be in good physical condition to safely lift children 50 lbs. Be enrolled in the Oregon Criminal History Registry, pass Tribal Background check, willing to maintain CPR and First Aid, Food Handlers and others. Work with Tribal Personnel Manual, ECE Policy Manual, Child Care Division Rules and Regulations and CACFP/USDA standards. Salary Range \$20,187. Yr. Karla Hood. Open until filled.

Education: Day Care Substitute Teacher

Entry Level position, be at least 18 years of age with a High School Diploma or equivalent. Good written and verbal skills. Assist teachers with children in a positive manner, verbally physically responding to their individual needs. Complete daily observation sheets, attendance and USDA records and meal time procedures. Maintain Confidentiality. Be in good physical condition and able to lift children up to 50 lbs. Be enrolled in the Oregon History Registry and Tribal Criminal Registry, possess First Aid/CPR and Food Handler's card. Comply with Tribal Personnel Policy Manual, ECE Policy Manual, Child Care Division Rules and Regulations and CACFP/USDA Standards. Salary Range \$7.50 Hr. Karla Hood. 541-553-3241. Open until filled.

Education: ECE Custodian.

Have training in hazardous material, cleaning materials, methods and equipment. Provide custodial services in all areas efficiently and thoroughly. Assure security. Maintain high standard of sanitization and cleanliness. Provide monitoring of building/facility and grounds identifying areas of need. Maintain paperwork and records. Good positive communication, able to work with all programs. Willing to work indoors and outdoors. Willing to assist in other ECE areas as needed. Salary Range \$20,187. Yr. Karla Hood 541-553-3241. Open until filled.

Finance: Budget Grand

& Contract Analyst/GL Specialist.

Provide accurate and timely review of legal compliance standards and prepare financial reports for all grants and contracts as assigned. Process, record, and prepare departmental reports of transactions and assist with all aspects of the budget process. Monitor and process General Ledger System Transactions. Education: Two year degree in Accounting or related field or five years' experience in Accounting. Salary Range \$29,675. Yr. To \$37,689. Yr. Arthur Mitchell 541-553-3219. Closes 2/24.

Fire Management: Supply Technician.

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 Fire Management activities. Have knowledge of chainsaws, hand-tools, portable pumps and other supplies and equipment used in fire suppression. A valid Oregon Driver's License with a good driving record. Be in good physical condition and available during fire season. Work will include week ends during fire season and may require working several days in succession. High School Diploma, previous employment at the strong supervisor level, organization skills, and computer knowledge. Good people skills a must. Salary Range \$15.00 Hr. To \$18.59 Hr.. William Wilson 541-553-1146. Closes 2/17.

Public Safety: Sergeant of Corrections.

High School diploma or equivalent. Must pass pre-employment test: basic math, spelling, reading, comprehension and writing. Physical examination required. Must pass DPSST physical standards and attend DPSST academy (5 weeks). Must complete academy within one year of hire. Must be 21 years of age. Possess a valid Oregon Driver's License. No

bankruptcies, No felonies or domestic violence; No misdemeanor convictions within one year. Must maintain all minimum requirements during employment.

Salary Range \$32,977. Yr. To 51,445. Yr. Lt. John Webb 541-553-3272. Open until filled.

Public Safety: 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 examination required. Must pass DPSST academy (16 weeks). Must complete academy within one year of hire. Must be 21 years of age. Possess a valid Oregon driver's license. No bankruptcies. No felonies or Domestic Violence. No misdemeanor convictions within one year. Must maintain all minimum requirements during employment.

Salary Range \$25,000. Yr. To \$35,000. Yr. Lt. John Webb 541-553-3272. Open until filled.

Public Safety: Corrections Officers.

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 examination required. Must pass DPSST physical standards and attend DPSST academy (5 weeks). Must complete academy within one year of hire. Must be 21 years of age. Possess a valid Oregon Driver's License. No bankruptcies, No felonies, or domestic violence. No Misdemeanor convictions within one year. Must maintain all minimum requirements during employment. Salary Range \$24,037. Yr. To \$33,375. Yr. Lt. John Webb 541-553-3272. Open until filled.

Public Safety: Court Bailiff.

High School Diploma or equivalent. Must pass pre-employment test, basic math, spelling, reading, writing comprehension. Must submit to pre-employment drug test. Physical Examination required. Must pass DPSST Physical standards and attend DPSST Academy (16 weeks). Must complete academy within one year of hire. Must be 21 years of age, possess a valid Oregon Driver's License. No Bankruptcies, No felonies or domestic violence. No misdemeanors convictions within one year. Must maintain all minimum requirements during employment. Salary Range \$25,000. Yr. To \$34,800. Yr. Lt. John Webb 541-553-3272. Open until filled.

Public Safety: Telecommunications.

Receive Emergency 911 call for service, relay and deploy emergency person-

nel police/fire/medical. Deal daily with public in person and on phone. Classify, record and maintain all communications logs and reports. On a daily basis operate under stressful and emergency situations, working rotating shifts including nights, weekends and holidays along with some overtime. Attendance of some trainings and meetings. Must be 21 year or over. No felony, convictions on record, no misdemeanor arrests within a year, Valid Oregon Driver License, good physical condition. Able to use computer/Multi-Tasking needed. Type 40 wpm or more. Pass post test. Extensive background check. Attend Oregon Police academy for telecommunication/emergency medical dispatch. Salary Range \$22,045. Yr. To \$27,616. Yr. Lt. Oswald Tias 541-553-3272. Open until filled.

Public Utilities: Custodian II.

TRIBAL MEMBER PREFERENCE: High School Diploma or equivalent with a valid Oregon Driver's License. Able to understand written and oral instructions. Work steady hours, some week-end duties. Motivated, able to lift over 25 lbs heavy lifting required. People skills, able to deal with a variety of people. Time Management skills, perform all assigned duties in a timely manner. Knowledge of safety, hazardous chemicals and material safety data sheets. Salary Range \$19,000. Yr. Solomon Stewart 541-553-3246. Closes 2/17.

Secretary-Treasurer: Travel Coordinator.

Coordinate travel arrangements, transportation, ie, air flights, hotel accommodations, car rentals, tours and recreation for the Tribal Council. Excellent interpersonal skills; written, verbal and oral. PC computer skills in word-processing, spreadsheet, graphics and data bases. Operate office equipment. Type 60 wpm. Basic accounting skills. Ability to initiate, organize, make sound judgment. High School diploma or equivalent. One year experience making travel arrangements. 2 years college, or an equivalent of five years of executive office experience. One year supervisor experience. TRIBAL MEMBER PREFERENCE. Salary Range DOE. Norma Heath 541-553-3257. Open until filled.

In the Tribal Court of the Confederated Tribes of Warm Springs

CELENA TAPPO, Petitioner, vs. FLINT SCOTT, Respondent; Case No. DO105-04. TO: CELENA TAPPO:

YOU ARE HEREBY NOTIFIED that a MODIFICATION 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 7TH day of MARCH 2012 @ 11:00 am, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. GLENN BRUNOE, Respondent; Case No. JV128-10. TO: GLENN BRUNOE:

YOU ARE HEREBY NOTIFIED that a REVIEW 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 4TH day of APRIL 2012 @ 9:00 am, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. KEITH JACKSON, Respondent; Case No. JV74-10;75-10. TO: KEITH JACKSON:

YOU ARE HEREBY NOTIFIED that a REVIEW 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 15TH day of MARCH 2012 @ 9:00 a.m., at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. LINDA DAVE / CHRISTOPHER ARTHUR SR., Respondent; Case No. JV19-01. TO: LINDA DAVE / CHRISTOPHER ARTHUR SR.

YOU ARE HEREBY NOTIFIED that a REVIEW 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 13TH day of MARCH 2012 @ 9:00 am, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. VERONICA REDFOX / MARLON BARBONI "MARTY MARTINEZ", Respondent; Case No. JV49-10. TO: VERONICA REDFOX / MARLON BARBONI "MARTY MARTINEZ":

YOU ARE HEREBY NOTIFIED that a AG HEARING 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 15TH day of MARCH 2012 @ 3:00 pm, at the Warm Springs Tribal Court.

CTWS, Petitioner, vs. VERONICA REDFOX / JOSE ALVAREZ, Respondent; Case No. JV51-10; JV50-10. TO: VERONICA REDFOX / JOSE ALVAREZ:

YOU ARE HEREBY NOTIFIED that a AG / REVIEW HEARING 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 15TH day of MARCH 2012 @ 3:30 pm, at the Warm Springs Tribal Court.

Reona Trimble, Petitioner, vs. Wilma Saunders-Baza, Respondent; Case No. DO106-10. TO: Wilma Saunders-Baza:

YOU ARE HEREBY NOTIFIED that an Adoption 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 29th day of February 2012 @ 11:00 am, at the Warm Springs Tribal Court.

For jobs at Kah-Nee-Ta go to: kahneeta.com

YAKAMA NATION ADULT COURT

In reference to: Brianna Switzler, Summons by Publication To: William Switzler III Father of the Above Child; And to any other person having interest in the above named child; YOU ARE HEREBY NOTIFIED that a proceeding is scheduled for Enforcement HEARING on February 28, 2012 @ 2:30 p.m. in the Yakama Nation Tribal (Adult) Courtroom #11 Wishpoosh Road, Toppenish, WA. The object of said proceedings is to enter such order in premises as the court may deem

advisable in the best interest of said child. YOU ARE FURTHER NOTIFIED you have a right to legal representation at your own choice and expense. IF YOU HAVE ANY OBJECTION to the relief prayed for in said petition being granted, please appear at said date and time to be heard. Zorana Hueso, Adult Clerk Yakama Nation Tribal Court P.O. Box 151 Toppenish, WA 98948 509-865-5121