

# — Job Opportunities —

**POSITION #: 95-42 BILLING CLERK****SALARY: \$1329 - \$1462 MO****DEPARTMENT/DIVISION: Health & Human Services****REPORTS TO: Support Services Coordinator****POSITIONS SUPERVISED: None****CLOSING DATE: Friday, September 29, 1995**

**OVERALL RESPONSIBILITIES:** Assists with billing and collection of third party payers for services provided by the Human Services Division. Performs accounting and clerical work in the maintenance of accounts receivable and payable and other general records, files; generates checks. Utilizes multi-user computer system in performance of duties. Work is performed under the general supervision of the Support Services Coordinator. Obtains guidance from the Billing Specialist, who reviews work for quality; in daily operation of tasks.

**EXPERIENCE AND TRAINING:** High school diploma or equivalent; and two years medical billing and relevant office/clerical experience.

**ABILITY TO:** Perform detailed work involving numerical data; make accurate mathematical computations using decimals, fractions and percentages; maintain effective working relationships with other departments, vendors and patients; file and retrieve records. Must have effective oral and written communications skills. Have good attention to detail. Maintain patient confidentiality and customer service.

**SKILL IN:** Proper use of telephone equipment and etiquette, the operation of standard office equipment, including computer; ten-key calculator by touch, and word processing.

**OTHER DESIRED QUALIFICATIONS:** Data Entry and two years bookkeeping experience preferred.

**POSITION #: 95-43 DEPARTMENT ASSISTANT****SALARY: \$1197-\$1397 MO****DEPARTMENT/DIVISION: Human Resources****REPORTS TO: Human Resources Specialist****POSITIONS SUPERVISED: None****CLOSING DATE: Friday, September 29, 1995**

**OVERALL RESPONSIBILITIES:** Perform a variety of clerical or secretarial duties as needed, including receptionist duties, answering phones and greeting visitors, maintaining and processing records and forms in support of departmental programs/services, files using various methods as directed, copies and collates reports or other documents, does related work as required.

**EXPERIENCE AND TRAINING:** High school graduation or equivalency, or any combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties.

**KNOWLEDGE OF:** Rules of effective English usage and grammar; different filing systems; business telephone etiquette.

**ABILITY TO:** Deal courteously and tactfully with the public; deal effectively with frequent interruptions; organize and file information; maintain confidentiality; maintain effective working relationships with the public and other employees; follow verbal and written instructions.

\*\*\* ALL APPLICANTS MUST COMPLETE A SKILL TEST AND RETURN IT WITH THEIR COMPLETED APPLICATION.

TO REQUEST AN APPLICATION/SKILL TEST CALL THE CTGR JOB LINE AT (503)879-2257.

**POSITION #: 95-44 FORESTER (Timber Sales)****SALARY RANGE: \$1857 - 2354 MO (exempt)****DEPARTMENT/DIVISION: Natural Resources****REPORTS TO: Logging and Transportation Coordinator****POSITIONS SUPERVISED: NONE****CLOSING DATE: FRIDAY, SEPTEMBER 29, 1995**

**OVERALL RESPONSIBILITIES:** Performs technical and skilled forestry work with an emphasis on timber sale and salvage sale preparation and administration. Assists with road maintenance plans administration.

**EXPERIENCE AND TRAINING:** An incumbent must have at least a Bachelor's of Science Degree in Forest Management or Forest Engineering. Plus a minimum of six months experience.

**KNOWLEDGE OF:** West-side silviculture practices; basic road design and layout techniques and procedures; skyline logging systems; basic fire-fighting methods and safety practices; timber appraisal; basic surveying principles.

**ABILITY TO:** A candidate for this position must be able to work effectively in steep terrain often in adverse weather conditions. Communicate tactfully, both in writing and orally, with supervisors, co-workers, and others. Make accurate mathematical calculations using algebra and trigonometry.

**SKILL IN:** Preparing technical documents using computers for word processing and preparing special exhibits, such as maps.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must pass the National Wildfire Coordinating Group national fitness test for arduous work level. Incumbent may choose either the step test or mile and one half run. Passing scores are: step test = 45; mile and one half run under 11 minutes, 40 seconds.
2. Have a valid Oregon Drivers license or be able to obtain one within 30 days.
3. Must be insurable under the Tribe's automobile insurance policy.

CALL THE JOB LINE AT (503) 879-2257

**RETURN TRIBAL APPLICATIONS TO:****Cindy Martin-Butler**

**Confederated Tribes of Grand Ronde,  
9615 Grand Ronde Rd., Grand Ronde,  
OR 97347**

## Many casino positions still available for tribal members

*There are still a wide variety of positions available at Spirit Mountain and casino officials are encouraging tribal members to take a closer look.*

As of September 1, the casino had received 1955 job applications. Of those, 61 applicants were members of the Grand Ronde Tribe, or less than 2% of the 3,307 enrolled members. Another 192 applicants were other Native Americans officially enrolled in a federally recognized Indian tribe.

"This is an excellent opportunity for tribal members to join an organization that caters to the tribal community," said Matthew Kirkland, Human Resources Representative. "We are looking forward to working with tribal members and helping them develop the skill sets necessary to move through the career track they choose."

Kirkland is himself among tribal members in professional, middle and upper management positions.

Others include Bruce Thomas, President and Chief Executive Officer; Randy Dugger, Food and Beverage Manager; Tammy Cook, Retail Manager; Tom Misfeldt, Human Resources Representative; and Mary Brooks, Human Resources Assistant. Development Director, David Harjo is also a Native American.

Spirit Mountain uses the following policy: "If a tribal member has skills that are equal to those of a non-mem-

ber applying for the same position, the position is given to the tribal member."

Kirkland states that Spirit Mountain is aggressively promoting several of the remaining job openings, "including those in the table games such as blackjack and poker dealers." He pointed out that even positions such as housekeepers receive a higher starting wage than equivalent positions elsewhere and include paid training and a full benefits package.

Kirkland points out that while some tribal members may not have the qualifications for every position, there are many other jobs available for which they may be very well qualified. Several positions require little or no prior experience. "If a member doesn't qualify for a position they've applied for, we work with them individually to find positions that are more appropriate for their skills," he adds.

For those tribal members still waiting to hear about their applications, casino officials say they plan to conduct most job interviews over the next several weeks. Most new employees will start their positions within the first two weeks of October.

**For more information about positions at the casino, call Spirit Mountain Development Corporation at 503-879-2350 or 1-800-760-7977. Or you may drop by their office anytime Monday-Friday, from 8 a.m. to 5 p.m., at 28840 Salmon River Highway in Grand Ronde.**