~ FEBRUARY 8, 2021 ~

NEZ PERCE TRIBE

JOB OPENINGS

NOTICE
To help lessen the spread of the coronavirus, the Human Resource Department is staffed at less than full capacity. We strongly encourage clients and/or community members to contact us by phone or email. This decision has been made to follow social distancing recommendations. We ask that in-person visits only take place to deal with essential business needs until the emergency declaration is lifted, as our main door will generally be locked. Please bear with us during this difficult time, and plan ahead as much as possible as certain processing times may be delayed.

To Applicants: To prevent the progression and spread of the novel coronavirus, the Human Resource Department encourages potential candidates to submit applications electronically to teamhr@nezperce.org. We also have a drop box available which is located on our office door.

Staff should be contacted by phone or email until further notice at (208) 843-7332 or teamhr@nezperce.org. Thank you for your understanding.

ACTIVE JOB SEEKERS LIST
In addition to our internal and external job opportunities, there are occasional temporary appointments. If you are interested in joining our active job seekers, please submit a completed Nez Perce Tribe application with a current driver’s license record (DLR). Active job seekers will be screened accordingly and referred to temporary appointments based on education, qualifications and experience. Tribal/Indian preference applies. Certain positions may require a valid driver’s license with ability to be insurable under the Tribe’s policy.

Open only to qualified IN HOUSE applicants for the following positions:
In compliance with the Human Resource Manual 2.2.4: All vacancies will be advertised “IN HOUSE” for all employees and Tribal members for a minimum of two weeks. Should a qualified RIF’ED employee apply, they will be given preference per the Nez Perce Tribe HRM 4.10.
The Nez Perce Tribe Senior Citizen Program is recruiting for: BUS/VAN DRIVER [HR-18-104] (Kamiah) part-time (29 hours or less per week). To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver’s license with the ability to be insured under the Tribes policy. Requires a Commercial Driver’s License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** *(Grade 7)*

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: (1) **BUS OPERATOR [HR-18-119] (On-Call/Kamiah).** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver’s License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violations convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years’ experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** *(Grade 12)*

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: (2) **BUS OPERATORS [HR-18-120] (On-Call/Lapwai).** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver’s License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violations convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years’ experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** *(Grade 12)*

The Nez Perce Tribe Police Department is recruiting for: POLICE OFFICER (ENTRY LEVEL) [HR-18-187] full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty-one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical
evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 15)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) [HR-19-185]** full-time. To direct staff and protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develop work methods and sequences under general supervision. Prefer to be willing to reside within the boundaries of the Nez Perce Reservation or resides within a thirty (30) mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a High School Diploma/GED or equivalent and formal training, special courses, or self-education equivalent to satisfactory completion of one (1) year of college education or specialized advanced training in Law Enforcement or a closely related field. Requires proof of U.S. citizenship. Lateral entry officer must be at least twenty-one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. Selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Requires at least two (2) years of continuous law enforcement service as an active member of a Federal, State, Tribal, County, Municipal, or local police law enforcement agency or department. Class description available at the NPT Human Resources Department. NPT Police Department application forms are available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) from the state(s) where you have been licensed to drive within the last three years. Open until filled. (Grade 16)

The Nez Perce Tribe Mamáy’asnim Hitíemenwees (Children’s Place of Learning) is recruiting for: **COOK [HR-19-189] (Full-Time/Lapwai)**. To ensure quality service and planning of meals which meet the children’s needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler’s card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) where you have been licensed to drive within the last three (3) years. Open until filled. (Grade 5)

The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III [HR-20-102]** This position will be four (4) ten (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To
provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 10)

The Nez Perce Tribe Department of Law & Justice is recruiting for: ASSOCIATE JUDGE [HR-20-104] part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years’ litigation experience, with litigation experience in a tribal court preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 27)

The Nez Perce Tribe Department of Mamá’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: EARLY HEAD START PROGRAM ASSISTANT(S) [HR-20-123] (Full-Time/Lapwai) August through May (nine (9) months), thirty-two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler’s card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Open until filled. (Grade 6)

The Nez Perce Tribe Water Resources Division is recruiting for: WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV [HR-20-138] full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant
which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in water operation desired; not required. Must maintain 6CEU’s per year to maintain certification. Requires six (6) years’ experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 15)

The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: HANFORD LONG TERM STEWARDSHIP COORDINATOR [HR-20-146] full-time regular. The position will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires a Bachelor's degree or Master's degree or PhD in Natural Resource, Environmental Science, Nuclear Science, Soils or a closely related field. Requires 8-years professional experience with Bachelor's or 5-years professional experience with Master's, or 2-years professional experience with PhD. Experience must be at a professional level. Requires three (3) year supervisory. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large-scale management programs, report writing, journal publications and professional presentations. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 24)

The Nez Perce Tribe Early Childhood Development is recruiting for: EARLY HEAD START TEACHER(S) [HR-20-167] (Full-Time/Kamiah) August through May (nine (9) months), forty (40) hours per week, Monday through Friday. To guide and assist in the classroom activities. Responsible for planning, implementing and evaluating educational activities in compliance with the Head Start Performance Standards. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Must obtain CPR, First Aid Certification and Food Handler’s card within for forty-five (45) days from date of employment. Requires high school diploma/GED and CDA certification; or three (3) college credits in early childhood education with requirement that incumbent shall obtain CDA certification within four (4) months of hire. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 7)

The Nez Perce Tribe Department of Education/Mam’asnim Hit’eemenwees is recruiting for: HEALTH & SAFETY SPECIALIST [HR-20-179] (Full-Time/Lapwai). This position is responsible for the Health, Nutrition, and Safety Components as provided in the Head Start Performance Standards and in accordance with Tribal and federal guidelines. Responsible for the coordination of health, nutrition, and safety services to children and families enrolled in the program. Acts as liaison working with local health providers and community agencies. Will work closely with the program’s health, nutrition, and safety consultants, and coordinates with division staff, teacher, and parents in the areas of child health, nutrition, and safety. Responsible for coordinating training in the areas of child health, nutrition and safety, to include staff health and safety. Responsible for monitoring and compliance with the Head Start Performance Standards in the areas of health, safety, and nutrition and the USDA CACFP. The position supervises the Food Service Division and staff and is under the direct supervision of the Program Director. Requires
a Bachelor’s degree in public health, nursing, health education, maternal and child health or health administration or related health/human services field. Requires one (1) year experience in public health, nursing, health education, maternal and child health or health administration or related health/human service field; prefer health experience in birth to five (5) years of age. Requires one (1) year supervisory experience. Experience working with culturally diverse and low-income families. Demonstrated leadership ability in designing training programs. Must possess and demonstrate excellent public communication skills, public relation and organization skills. Must obtain certification as First Aid, CPR/AED Instructor within first (1) year from date of employment. Must obtain first Aid, CPR/AED Certification within ninety (90) days from date of employment. Must obtain Food Handlers certification within ninety (90) days from date of employment. Requires criminal background check or fingerprint check, physical exam, TB test. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 16)

The Nez Perce Tribe Administration Department is recruiting for: TEWEPUU COMMUNITY CENTER AIDE [HR-20-180] (Full-Time/Orofino). To assist and provide support in the operation of the community center and activities; may require evening, weekend and/or holiday work hours as applicable. Responsible for general administrative task support and maintenance. Requires High School Diploma/GED, or specialized vocational training in closely related field. Requires over six (6) months experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 6)

The Nez Perce Tribe Social Services - ‘ÚUYIT KIMTI (New Beginnings) is recruiting for: ADVOCATE OF SAFETY & WELLNESS [HR-20-185] (Full-Time/Kamiah). To provide direct services, advocacy, and support for American Indian Victims of Crime on the Nez Perce Reservation. This position is under the direct supervision of the ‘Úuyit Kimti Director and will collaborate with providers as listed on the Wellness Model and Services Instrument supporting Victim Center, culturally responsive and trauma informed care for victims of crime. Areas of crime that this project and class will serve include: homicide, family violence, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, and drug endangered children, children witnessing domestic violence in their home. Requires Associates degree or two (2) years of college completed in related field of criminal justice, social services, social work or three (3) years of work-related experience in prosecution/victim advocacy in domestic violence cases and/or tribal prosecutor’s office experience substitutes for one (1) year of college. Requires two (2) years successful work experience in Social Work, Law enforcement, a Prosecutor’s Office, Court or closely-related program. Must have familiarity with law enforcement, prosecutorial, and judicial processes and of local social service agencies and resources. Must be experienced in working with American Indian families and demonstrate successful advocacy and work experience in this field. Must have a positive work history, upstanding character and demonstrate compassion for community and wellness. Requires a background check to be completed within thirty (30) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 13)

The Nez Perce Human Resources Department is recruiting for: BENEFITS TECHNICIAN [HR-20-181] (Full-time/Lapwai). The primary responsibility of the position is to assist the Human Resources Generalist and coordinate Tribal employee benefits; to include but no limited to, retirement plan, group health/medical insurance plans,
life insurance, and other benefits. Requires to provide employee orientation for the purpose of education, explaining, and interpreting benefits. Responsible to maintain benefits records, management data systems and files. The position is supervised by the Human Resources Generalist. Requires an Associate’s degree or vocational technical degree. Three (3) years’ experience will substitute for one (1) year of formal education. Must be able to pass a background check. Requires one (1) year experience in employee benefits administration; Tribal government preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/12/21. (Grade 13)

The Nez Perce Tribe Department of Social Services is recruiting for: ICW (INDIAN CHILD WELFARE) - RESOURCE CASEWORKER I [HR-21-102] (Full-time/Lapwai). Responsible for client case management and reporting. Works within a general outline of work to be performed, developing work methods and sequences under the direct supervision of the Director of Indian Child Welfare. Will be responsible for the protection and federally recognized enrolled children or eligible for enrollment in a federally recognized Tribe with the boundaries of the Nez Perce Indian Reservation, and responsible for family preservation and brokering resources to the children and their families. Responsible for considerable knowledge of the laws governing child protection including Nez Perce Tribal Code and Indian Child Welfare Act. Requires two (2) years of college education (48 credits). Three (3) years of relevant job experience may be substituted for one (1) year of college. Must be able to pass a criminal background investigation prior to employment or with fifteen (15) days of hire. Requires six (6) months working with children, youth, elders and families. Working in Tribal community preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/22/21. (Grade 15)

The Nez Perce Tribe Department of Social Services is recruiting for: ICW (INDIAN CHILD WELFARE) - RESOURCE CASEWORKER II [HR-21-103] (Full-time/Lapwai). To provide supervision of staff as assigned; ensure direct care and case management services to clients; responsible for case management and reporting; responsible for the protection of children enrolled or eligible for enrollment in a federally recognized Tribe with the boundaries of the Nez Perce Indian Reservation; family preservation and brokering resources to children and their families; will provide risk assessment, intake, and investigation referrals dealing with abuse and neglect. Under the direct supervision of the Director of Indian Child Welfare. Responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Requires a Bachelor’s degree in any human services field; social work, sociology, psychology etc. or closely related field. Requires two (2) years’ experience in human service work, or working with children and families. Experience working in Tribal community preferred. Demonstrated leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/22/21. (Grade 17)

The Nez Perce Tribe is recruiting for: MANAGER V-EXECUTIVE DIRECTOR [HR-21-113] (Full-time/Lapwai) This is a contract position. To provide executive level management of the government operations of the Nez Perce Tribe including all departments of Administration, Natural Resources, Social Services, Education and Fisheries; provide intradepartmental, interdepartmental and interagency coordination. Develop departmental policy and present department recommendations to appropriate subcommittees and NPTEC (Nez Perce Tribal Executive Committee). Coordinate and communicate with other Program/Department Managers at the executive level to
implement Tribal and program policy and operations; responsible for development, implementation and oversight of departmental contracts and/or projects. Provide representation, coordination and communication with other agencies, members of legislative bodies and the public regarding the department direction, goals and objectives. Responsible for completion and presentation of departmental information and reports as required. Assist NPTEC and pertinent Boards and Commissions in providing technical representation in management forums as required. Provide departmental supervision and oversight to ensure project development, budgets, annual reviews, reports and personnel administration are implemented as designed. The position is directly supervised by the NPTEC Chairman. Requires a bachelor’s degree (master’s preferred). Requires seven (7) years executive level management experience and three (3) years supervisory experience; master’s with five (5) years’ executive level management experience and, three (3) years of supervisory experience. Executive level is management of several (3 or more) programs/departments concurrently. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/12/21 (Grade 30)

The Nez Perce Tribe Water Resources Division is recruiting for: WATER RIGHTS PROGRAM COORDINATOR [HR-21-114] (Full-Time/Lapwai) To administer the Tribe’s water rights by performing tasks such as developing and issuing permits and monitoring compliance; conducting field investigations to measure quantity of surface and ground water diversions; inventorying existing water rights and uses and creating a geospatial database; installing and maintaining streamflow gaging stations and measuring in-stream flow rates; technical report writing; budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in hydrology, engineering, biology, environmental science, or related physical or biological science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have working knowledge of algebra, geometry and trigonometry, experience determining a system’s water diversion and conveyance capacity, experience using GIS, and be able to apply Tribal, federal, and state regulations and laws pertaining to water appropriation and/or use in a professional setting. Please include cover letter/resume elaborating on qualifications and interest, plus three letters of references. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/26/21 (Grade 19)

The Nez Perce Tribe Water Resources Division is recruiting for: WATER QUALITY PROGRAM COORDINATOR [HR-21-115] (Full-Time/Lapwai) To manage and complete deliverables on multiple grants, including tasks such as implementation of stream restoration projects; water quality monitoring and riparian assessment; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing; budget management; professional presentations; and grant writing. Position requires a Bachelor’s degree in biology, hydrology, environmental science, or a related biological or physical science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have knowledge and experience with experimental study design, statistical analysis techniques, modeling or habitat restoration techniques, and will have excellent written and oral communication skills. Please include cover letter/resume elaborating on qualifications and interest, plus three letters of references. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/26/21 (Grade 19)
The Nez Perce Tribe Water Resources Division is recruiting for: **BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-21-116] (Full-time/Lapwai)** To manage and complete deliverables on multiple grants, including tasks such as conducting and overseeing environmental site assessments; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing; budget management; professional presentations; and grant writing. Position requires a bachelor’s degree in geology, hydrology, engineering, chemistry, environmental science, or related physical or biological science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have knowledge and experience with experimental study design, statistical analysis techniques, and environmental site assessments and remediation of contaminated properties. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 2/26/21 (Grade 19)**

The Nez Perce Tribe Administration Division is recruiting for: **CUSTODIAN [HR-21-117] (Full-time/Kamiah & Orofino)** This position day will be 32 to 40 hours per week. Will perform custodial duties at the Cherry Lane Tribal Fisheries, Orofino Tribal Fisheries and Community Center. Also; Kamiah’s Early Childhood Development, Community Center and the Kamiah Law & Order Building. Requires a High School Diploma/GED. Requires six months experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 2/22/21 (Grade 8)**

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**Open to ALL qualified (General Public) for the following positions:**

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) [HR-18-187] full-time regular.** To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call recalled to duty for emergencies and manpower shortfalls. Requires a high school diploma/GED, and college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty-one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. Class description available at the NPT Human Resources Department. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 15)**
The Nez Perce Tribe Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **COOK [HR-19-189] (Full-Time/Lapwai)**  To ensure quality service and planning of meals which meet the children’s needs in a Head Start, Early Head Start, and CCDF setting and complies with tribal, federal, state, and local regulations. Requires a High School Diploma/GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler’s card within ninety (90) days of hire. Requires a background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. **Class/job description available at the NPT Human Resources Department.** The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 5)**

The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III [HR-20-102]** This position will be four (4) ten (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. **Class description available at the NPT Human Resources Department.** The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 10)**

The Nez Perce Tribe Department of Law & Justice is recruiting for: **ASSOCIATE JUDGE [HR-20-104]** part-time. To preside over civil, criminal, and juvenile matters heard in the Nez Perce Tribal Court, to assist the Tribal Court Chief Judge in scheduling hearings and other court matters, and to preside over specialty court matters (for example, Healing to Wellness Court) as needed and assigned. Responsible for legal decision-making, application of relevant law to facts to reach conclusions, for training, planning, fiscal management, policy, and reporting. Works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meeting. Supervised by the Chief Judge. Requires State Bar membership in good standing. Requires a Law (Juris Doctor) degree. Requires at two (2) years’ litigation experience, with litigation experience in a tribal court preferred. **Class/job description available at the NPT Human Resources Department.** The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 27)**

The Nez Perce Tribe Department of Mamáy’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-20-123] (Full-Time/Lapwai)** August through May (nine (9) months), thirty-two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up
to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at meal times, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment, and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler’s card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Open until filled. (Grade 6)

The Nez Perce Tribe Water Resources Division is recruiting for: WASTEWATER & WATER OPERATOR/LAB ANALYST TECHNICIAN IV [HR-20-138] full-time regular. The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in water operation desired; not required. Must maintain 6CEU’s per year to maintain certification. Requires six (6) years’ experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 15)

The Nez Perce Tribe Environmental Restoration & Waste Management (ERWM) Program is recruiting for: HANFORD LONG TERM STEWARDSHIP COORDINATOR [HR-20-146] full-time regular. The position will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. Requires a Bachelor’s degree or Master’s degree or PhD in Natural Resource, Environmental Science, Nuclear Science, Soils or a closely related field. Requires 8-years professional experience with Bachelor’s or 5-years professional experience with Master’s, or 2-years professional experience with PhD. Experience must be at a professional level. Requires three (3) year supervisory. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large-scale management programs, report writing, journal publications and professional presentations. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 24)

The Nez Perce Tribe Early Childhood Development is recruiting for: EARLY HEAD START TEACHER(S) [HR-20-167] (Full-Time/Kamiah) August through May (nine (9) months), forty (40) hours per week, Monday through Friday. To guide and assist in the classroom activities. Responsible for planning, implementing and evaluating educational activities in compliance with the Head Start Performance Standards. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Must obtain CPR, First Aid Certification and Food Handler’s card within for forty-five (45) days from date of employment. Requires high school diploma/GED and CDA certification; or three (3) college credits in early childhood education with requirement that incumbent shall obtain CDA certification within four (4) months of hire. Requires previous experience working with children 0-5 years of age. Must have excellent demonstrated communication skills, both oral and written, be com-
puter literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the “whole Child” to include working with special needs children. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 7)

The Nez Perce Tribe Department of Education/Mam’asnim Hit’eemennees is recruiting for: HEALTH & SAFETY SPECIALIST [HR-20-179] (Full-Time/Lapwai). This position is responsible for the Health, Nutrition, and Safety Components as provided in the Head Start Performance Standards and in accordance with Tribal and federal guidelines. Responsible for the coordination of health, nutrition, and safety services to children and families enrolled in the program. Acts as liaison working with local health providers and community agencies. Will work closely with the program’s health, nutrition, and safety consultants, and coordinates with division staff, teacher, and parents in the areas of child health, nutrition, and safety. Responsible for coordinating training in the areas of child health, nutrition and safety, to include staff health and safety. Responsible for monitoring and compliance with the Head Start Performance Standards in the areas of health, safety, and nutrition and the USDA CACFP. The position supervises the Food Service Division and staff and is under the direct supervision of the Program Director. Requires a Bachelor’s degree in public health, nursing, health education, maternal and child health or health administration or related health/human services field. Requires one (1) year experience in public health, nursing, health education, maternal and child health or health administration or related health/human service field; prefer health experience in birth to five (5) years of age. Requires one (1) year supervisory experience. Experience working with culturally diverse and low-income families. Demonstrated leadership ability in designing training programs. Must possess and demonstrate excellent public communication skills, public relation and organization skills. Must obtain certification as First Aid, CRP/AED Instructor within first (1) year from date of employment. Must obtain first Aid, CPR/AED Certification within ninety (90) days from date of employment. Must obtain Food Handlers certification within ninety (90) days from date of employment. Requires criminal background check or fingerprint check, physical exam, TB test. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 16)

The Nez Perce Tribe Administration Department is recruiting for: TEWEPUU COMMUNITY CENTER AIDE [HR-20-180] (Full-Time/Orofino). To assist and provide support in the operation of the community center and activities; may require evening, weekend and/or holiday work hours as applicable. Responsible for general administrative task support and maintenance. Requires High School Diploma/GED, or specialized vocational training in closely related field. Requires over six (6) months experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 6)

The Nez Perce Tribe Social Services - ‘ÚUYIT KIMTI (New Beginnings) is recruiting for: ADVOCATE OF SAFETY & WELLNESS [HR-20-185] (Full-Time/Kamiah). To provide direct services, advocacy, and support for American Indian Victims of Crime on the Nez Perce Reservation. This position is under the direct supervision of the ‘Úuyit Kimti Director and will collaborate with providers as listed on the Wellness Model and Services Instrument supporting Victim Center, culturally responsive and trauma informed care for victims of crime. Areas of crime that this project and class will serve include: homicide, family violence, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, and drug endangered children,
children witnessing domestic violence in their home. Requires Associates degree or two (2) years of college completed in related field of criminal justice, social services, social work or three (3) years of work-related experience in prosecution/victim advocacy in domestic violence cases and/or tribal prosecutor’s office experience substitutes for one (1) year of college. Requires two (2) years successful work experience in Social Work, Law enforcement, a Prosecutor’s Office, Court or closely-related program. Must have familiarity with law enforcement, prosecutorial, and judicial processes and of local social service agencies and resources. Must be experienced in working with American Indian families and demonstrate successful advocacy and work experience in this field. Must have a positive work history, upstanding character and demonstrate compassion for community and wellness. Requires a background check to be completed within thirty (30) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 20)

The Nez Perce Tribe Human Resources Department is recruiting for: BENEFITS TECHNICIAN [HR-20-181] (Full-time/Lapwai). The primary responsibility of the position is to assist the Human Resources Generalist and coordinate Tribal employee benefits; to include but not limited to, retirement plan, group health/medical insurance plans, life insurance, and other benefits. Requires to provide employee orientation for the purpose of education, explaining, and interpreting benefits. Responsible to maintain benefits records, management data systems and files. The position is supervised by the Human Resources Generalist. Requires an Associate’s degree or vocational technical degree. Three (3) years’ experience will substitute for one (1) year of formal education. Must be able to pass a background check. Requires one (1) year experience in employee benefits administration; Tribal government preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/12/21. (Grade 13)

The Nez Perce Tribe Department of Social Services is recruiting for: ICW (INDIAN CHILD WELFARE) - RESOURCE CASEWORKER I [HR-21-102] (Full-time/Lapwai). Responsible for client case management and reporting. Works within a general outline of work to be performed, developing work methods and sequences under the direct supervision of the Director of Indian Child Welfare. Will be responsible for the protection and federally recognized enrolled children or eligible for enrollment in a federally recognized Tribe with the boundaries of the Nez Perce Indian Reservation, and responsible for family preservation and brokering resources to the children and their families. Responsible for considerable knowledge of the laws governing child protection including Nez Perce Tribal Code and Indian Child Welfare Act. Requires two (2) years of college education (48 credits). Three (3) years of relevant job experience may be substituted for one (1) year of college. Must be able to pass a criminal background investigation prior to employment or with fifteen (15) days of hire. Requires six (6) months working with children, youth, elders and families. Working in Tribal community preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/22/21. (Grade 15)

The Nez Perce Tribe Department of Social Services is recruiting for: ICW (INDIAN CHILD WELFARE) - RESOURCE CASEWORKER II [HR-21-103] (Full-time/Lapwai). To provide supervision of staff as assigned; ensure direct care and case management services to clients; responsible for case management and reporting; responsible for the protection of children enrolled or eligible for enrollment in a federally recognized Tribe within the boundaries of the Nez Perce Indian Reservation; family preservation and brokering resources to children and their
families; will provide risk assessment, intake, and investigation referrals dealing with abuse and neglect. Under the direct supervision of the Director of Indian Child Welfare. Responsible for considerable knowledge of the laws governing child protection including the Nez Perce Tribal Law & Order Code and the Indian Child Welfare Act. Requires a Bachelor’s degree in any human services field; social work, sociology, psychology etc. or closely related field. Requires two (2) years’ experience in human service work, or working with children and families. Experience working in Tribal community preferred. Demonstrated leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/22/21. (Grade 17)

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The Nez Perce Tribe Water Resources Division is recruiting for: BROWNFIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-21-116] (Full-time/Lapwai) To manage and complete deliverables on multiple grants, including tasks such as conducting and overseeing environmental site assessments; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing; budget management;
professional presentations; and grant writing. Position requires a bachelor’s degree in geology, hydrology, engineering, chemistry, environmental science, or related physical or biological science field (M.S. preferred). Requires three (3) years related professional experience or one (1) year professional experience with Master’s degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. A successful candidate will have knowledge and experience with experimental study design, statistical analysis techniques, and environmental site assessments and remediation of contaminated properties. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver’s license with the ability to be insured under the Tribe’s policy. Must provide a current driver’s license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. This position closes 2/26/21 (Grade 19)

To apply: Recruitments for Entry Level Positions (Grade 15 and below) will require a completed Tribal application only. Recruitments for Professional Positions (Grade 16 and above) will require a completed Tribal application and resume. Please submit one application per position:

Nez Perce Tribe Human Resources Office
ATTN: Job Name & No.
P.O. Box 365
Lapwai, Idaho, 83540
Phone (208) 843-7332 Fax (208) 843-7414

LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies.
www.nezperce.org

OTHER EMPLOYMENT OPPORTUNITIES:

• Nez Perce County is recruiting for: Deputy Court Clerk. Full-time position with the District Court. $16.61-$17.59/hr., plus exceptional benefits including: PERSI retirement, excellent medical insurance and generous vacation/sick/holiday leave. Deputy Court Clerks independently perform a wide variety of duties to maintain court operations and facilitate records and information management requiring a high degree of accuracy and confidentiality. Position regularly interacts with litigants, defendants, attorneys, representative from other agencies and members of the public. Min. Qualifications: High school graduate/equivalent; Associate’s Degree from an accredited college or technical school in a related field; and at least two years’ clerical working experience OR equivalent combination of education and experience to successfully perform the work required. Excellent customer service skills are required, as well as the ability to maintain positive working relationships. Obtain application packets and view complete job qualifications @ http://www.co.nezperce.id.us/Departments/Personnel.aspx or from the NPC Personnel Dept., 1225 Idaho Street, Lewiston, ID. Closes 5:00 p.m., Thurs., Feb. 11, 2021. EOE and accords veteran’s preference.

• Columbia River Inter-Tribal Fish Commission (CRITFC) is recruiting for: Administrative Contract Specialist. The FSCI Administrative Contract Specialist is responsible for drafting and updating department budgets, indirect costs proposals, project contracts and subcontracts, purchase order requests, expenditures, and organizing FSCI files. The incumbent will provide both administrative and contract support to the FSCI Department Manager and Project Leaders within the Department. Incumbent assists all FSCI staff to understand and comply with CRITFC financial and operational policies. A large part of each day is spent working closely with the CRITFC Finance Department and providing administrative support/guidance to FSCI staff. It is essential the
incumbent is a self-starter, can communicate clearly and effectively, and establish strong positive collaborative working relationships within and outside the FSCI Department. **Closing date 2/12/21.** For more information and how to apply for recruitments contact Lorilee Morsette, HR Manager at (503) 238-0667 or email hr@critfc.org.

- **Clark Fork Coalition is recruiting for:** Stream Restoration Project Manager. The Clark Fork Coalition seeks a Restoration Project Manager to develop and manage a suite of restoration projects near Missoula, MT, with particular focus on the Bitterroot River watershed. The Bitterroot system sustains a robust native and wild trout fishery that faces threats from de-watering, sediment, habitat degradation, and barriers to fish passage. The Restoration Project Manager will help CFC fulfill the goals of its Bitterroot Restoration Strategy, including improving water quality, stream flow, fisheries, and watershed health, by developing projects with private landowners and agencies, securing funding, hiring and supervising contractors, and reporting on and monitoring projects. This position reports to the Stream Restoration Director, works in collaboration with another project manager and the Monitoring and Project Coordinator, and, as part of a high-impact team, plays a significant role helping CFC fulfill its mission to protect and restore the Clark Fork River watershed. For more information and how to apply go to [www.clarkfork.org/about/employment](http://www.clarkfork.org/about/employment). **Closing date 2/15/21.**

- **U.S. Department of Interior is recruiting for:** Three (3) Biological Sciences Technician/Field Assistant. This is a temporary excepted service position not-to-exceed 1 year but may be extended up to a maximum of 2 years without further competition. Location is Clarkston, WA. Employment may not exceed 180 working days in a service year. All qualified applicants, with or without Federal status may apply and be considered. For further information and how to apply call Ken Tiffan at (509) 538-2299 or email at ktiffan@usgs.gov. **Closing date 2/15/21.**

- **NAU (Northern Arizona University) is recruiting for:** Student Summer Intern (SSI). The Institute for Tribal Environmental Professionals offers two types of internships for Native American and other college students. The student summer internship (SSI) program is a 8-week program for college students and the short internship (SIP) program is a 20 to 40 hour long internship program for high school and college students. The purpose of the internship programs is for students to gain hands-on skills with EPA or other governmental and tribal environmental offices. The internship programs are funded by a grant from the U.S. Environmental Protection Agency. For more information and how to apply go to [www.nau.edu/itepinterns](http://www.nau.edu/itepinterns). **Closing date 2/26/21.**

- **Great Burns Conservation Alliance (GBCA) is recruiting for:** Two GBCA trail crew members. This is a combined GBCA and US Forest Service trail crew, run by the Clearwater NF trail department based out of Pierce, ID. All work is completed in north central Idaho. This is a physically demanding job that requires care and precision to successfully repair and maintain trails and trail structures that can support ongoing use by the public. Crews must be in good physical condition and be able to hike extended distances in rough terrain. Experience with extended wilderness travel, backpacking, and Leave No Trace is very helpful. For more information and how to apply go to [www.greatburn.org](http://www.greatburn.org). Send cover letter, resume and three letters of references to Hayley Newman: Hayley@greatburn.org or call (406) 546-2329. **Review of applications start 3/1/2021.**

- **WSU (Washington State University) on the Spokane Campus/Native American Health Science will be hosting the Na-ha-shnee Steam Health Institute this June 28-July 30, 2021.** This program is designed for students interested in the health sciences and/or Science, Technology, Engineering, Art, and Math (STEAM Health) filed and have completed 9-12 at the end of this school year. This Institute will focus on health sciences and STEAM Health careers available, as well as research and learning opportunities within these fields. We will be providing hands-on learning experiences 4-hours each weekday through a Chromebook Laptop. We will send participants Chromebook, along with experiment kits, materials, and other supplies such as culturally
Based art projects to do in your home. You will learn from faculty and professionals across several health occupations, and receive cultural instruction from Tribal elders. All expenses are paid for and students who participate for the full five weeks will be able to keep their Chromebook and receive a $200.00 stipend. For more information and how to apply please visit: https://spokane.wsu.edu/about/native-american-health-sciences-newsletter/ or contact Evanlene Melting Tallow, Native American Outreach Health Science Coordinator at emeltingtallow@wsu.edu or call (509) 358-7833/Fax: (509) 358-7505. Application deadline is April 16, 2021 at 5:00 pm. Applications sent by mail must be received before the deadline. a-ha Native American Health Sciences will be

- **The Nez Perce Tribal Housing Authority (NPTHA) is recruiting for: Finance & Operations Manager.** Seeking an experienced Finance & Operations Manager to administer and manage all aspects of accounting and general operations. Full time w/excellent benefits. Bachelor degree in Business or Accounting; 5 yrs experience as full charge bookkeeper; or Associate degree w/five years full charge bookkeeping in Indian Housing Program; 3 yrs supervisory, preferably property management or construction related. Direct experience in public/Indian housing accounting, banking, financing, audit preparation is desirable, applicant must possess excellent verbal and written communication skills, knowledge of human resource requirements, financial reporting, proficiency in financial software applications, and procurement practices. Salary - DOQ, Indian preference will apply. Send NPTHA job application and 3 work related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email lauriec@nezperce.org for more information or call (208) 843-2229. Open until filled.

- **The Nez Perce Tribal Housing Authority (NPTHA) is recruiting for: Grants Coordinator.** For a one-year appointment to manage the Emergency Rental Assistance Program activities and other office support functions. HS diploma or GED, two years of college, two years administrative experience, excellent skills in customer service, math calculations, typing, organizing, office machines, & proficient computers & technology skills, valid driver’s license and bondable. Nez Perce and Indian Preference applies. Submit NPTHA application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540. For job description or more information, please call (208)843-2229. Open until filled.

- **NIMIPUU FUND AMERICORPS VISTA is recruiting for: Nimipuu Fund Marketing & Development Coordinator.** This position will address poverty through capacity building by providing program development and enhancing services provided by NCDF. The member will build the capacity of the NCDF and communities on the Nez Perce reservation by helping to provide needed capacity and services that otherwise would not be filled. VISTA member will build capacity by supporting service coordination, marketing, fundraising, and support of our nonprofit CDFI by way of Social Media, virtual meetings, and online collaboration tools. member serves to establish regular marketing campaigns, guiding clients and partners to appropriate services, surveys for community, and fundraising assistance resulting in added capacity for the NCDF by digital, social media, phone calls. First 3-6 months, and more if needed will be by release rice, remote work from home due to COVID-19 pandemic. For more information and how go apply go to https://my.americorps.gov/mp/listing/viewListing.do;jsessionid=2v9zl-PcM-df99qQQT_iYRVa8_RKgOKLCrHvhz7zu51arZSlaud283845681?ffromSearch=true&id=100361. Open until filled.

- **Confederated Tribes of the Umatilla Indian Reservation is recruiting for: Accountant I- Grants & Budgets, Computer Technician I (2 positions), AV/Network Technician, Fisheries Manager II - Hatchery, and a Public Transit Bus Driver (2 positions).** For more information and how to apply go to https://ctuir.org/career-opportunities/. Closing dates vary with positions.

- **Palouse Conservation District is recruiting for: Grants & Development Manager.** The Grants & Development Manager is responsible for overall grants/contracts management, strategic funding development to support Conservation District programs and services, program forecasting, annual plan development and oversight,
and serving as a liaison to funding sources and partners. The Grants and Development Manager provides administrative leadership to assist the Director with the coordination, management and administration of the annual plan of work by coordinating district programs to deliver conservation services throughout the Palouse Conservation District service area. The Grants and Development Manager ensures that all District grants, contracts, and annual plan of work activities are provided in accordance with applicable local, state and federal laws, regulations and policies. For more information and how to apply go to www.PalouseCD.org. Open until filled.

- **Lapwai School District is recruiting for:** Food Service Worker, Substitute Teacher, and Custodians. Applications can be found on the website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 201. Positions are open until filled.

- **AVISTA is recruiting for:** Journeyman Protection Control Meter Tech. I, Garage Serviceman, Sr. System Engineer, Apprentice Lineman, and a Settlements Analyst. For more information and how to apply go to www.myavista.com/about-us/working-at-avista. Closing dates vary with positions and locations.

- **Couple of great websites to look for employment in your area (On-going).** Idaho Department of Labor: https://labor.idaho.gov/dnn/JobSeekers.aspx, and indeed.com at www.indeed.com.

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**Attention KIYE Listeners!!**

KIYE has two radio personality positions open. Anyone can submit a proposal then will be reviewed & approved by the KIYE Community Advisory Board to broadcast basketball games.

- The pay is $75.00 per week and equipment is available to do the remote broadcasts.
- Must be ALL school districts in Reservation boundaries.
- The requirements are that there be an individual at the game and one in the studio in Kamiah to operate the board/studio equipment. Must be able to produce a show and keep the banter/conversation going (no silence).
- Must stay mutual between teams.
- Training is required. There are specific FCC rules and regulations we must adhere to stay in compliance. Training provided at studio.
- No mileage or travel is paid.
- Anyone is able to submit a request to become a personality.
- All broadcasts must fit within our regularly scheduled national broadcasts that meet our grant obligations.

All proposals must be sent to kiye@nezperce.org and for any questions feel free to contact Daniel Spaulding by phone (208)621-4715 or (208)791-7934 or email daniels@nezperce.org.
NOTICE

NEZ PERCE TRIBE
NON-PARTISAN
PRIMARY ELECTION

CANDIDATE FILING

JANUARY 15, 2021 THROUGH FEBRUARY 16, 2021

CANDIDATE APPLICATION PACKETS WILL BE AVAILABLE THROUGH NPTEC EXECUTIVE ASSISTANT, MARIE BAHEZA, at (208) 843-2253 STARTING JANUARY 15, 2021.

NPTEC Incumbents are:

Mary Jane Miles
Ferris Paisano III
Shirley Allman

FOR FURTHER INFORMATION REGARDING CANDIDACY FILING YOU MAY CONTACT THE ELECTIONS JUDGES:

Melissa Guzman – (208) 843-7332 or melissag@nezperce.org
Melissa King – (208) 843-7307 or melissak@nezperce.org
Nicole Two Moon – (208) 669-0115 or nicoletgc@nezperce.org
THE NEZ PERCE TRIBE IS SEEKING BIDS FOR

PROVIDING EQUIPMENT ASSOCIATED WITH THE WATER PUMPING SYSTEM AT THE
PITTSBURG LANDING FISH ACCLIMATION FACILITY

PRODUCTS DUE: The Contractor will provide the following materials and equipment:

EQUIPMENT

- Rental agreement for one Multi-Quip (MQ Power) Wisperwatt primary and one Multi-Quip backup secondary 240 volt/3 phase 150KVA Super Silent generators trailer mounted with a 200-gallon fuel tank each.
- 1000 hours of continuous run time for primary over a 6-week period (April 20 - May 27).
- 110-volt accessory outlet.
- Accessible block for ease of mounting 2-2 awt cords with 4 pole male connectors.
- Secondary generator is for standby emergency use
- Air, oil, and fuel filters for 4 service cycles.
- Training for start-up and operating procedures.
- 24/7 emergency repair
- All freight costs to project.

SERVICES

Installation, testing, operation, and removal of equipment will be coordinated with Michael Key, FCAP Project, (208) 791-2984.

Approximate dates for installation will be the week of April 11th, 2021 and approximate dates for removal will be the week of May 31st, 2021.

Interested Contractors may send their bids to Nez Perce Tribe, Fisheries Production FCAP, P.O. Box 365, Lapwai, ID or Fax to (208) 843-2351.

Bids must be received at the Lapwai Fisheries Office no later than February 19, 2021.