~ SEPTEMBER 20, 2021 ~

NEZ PERCE TRIBE
JOB OPENINGS

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NOTICE

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. Paper copies may be submitted using the drop box which is located on our office door. To obtain an NPT application, please visit our website: www.nezperce.org.

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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: 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 violation 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: TWO (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 violation 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 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 Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV [HR-20-138] (Full-time/Lapwai)** 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 Social Service/"UUYIT KIMTI (New Beginnings) is recruiting for: **COMMUNITY EDUCATION SPECIALIST [HR-21-143] (Full-time/Lapwai)** The purpose of the class is to provide community education, outreach, and training on the dynamics, effects, and services available for victims of domestic violence, sexual assault, dating violence and stalking on the Nez Perce Reservation. The class is responsible to administer all Community Education and Outreach events and activities by providing regular resources and information, create publications and readily available resources and referrals for advocacy assistance. Must have excellent verbal and written skills, and must be comfortable using technology to complete outreach tasks. Will be responsible for reporting activities, and will be under the supervision of the New Beginnings Director. Requires Associates degree (AA) in social work or closely related field with two (2) years’ experience working with Tribal populations/programs OR one (1) year related college work with four (4) years’ experience working with Tribal populations/programs. Requires two (2) to four (4) years (based on education level) of working with Tribal Populations/Programs. Must have familiarity with local social service agencies and resources. Requires a background check to be completed within thirty (30) days of hire. Must take CRP/First Aid Certification training within thirty (30) days of hire. Must have positive work history, and maintain a healthy lifestyle. 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 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)**

**Extended:** The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-147] (Lapwai) part-time (29 hours or less per week).** This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)**
The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: **COURT CLERK I [HR-21-137] (Full-time/Lapwai)** Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/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 states where you have been licensed to drive in the last three (3) years. Open until filled. *(Grade 7)*

**Extended:** The Nez Perce Tribe Department of Technology/KIYE Radio Station is recruiting for: **PROFESSIONAL III - RADIO SUPERVISOR [HR-20-159] (24-36 hours per week/Lapwai)**. The purpose of the class is development, and oversight of contracts and/or projects. Assign, review, and conduct duties relating to the collection, compilation, analysis, and written presentation of information as well as perform technical applications of work pertaining to broadcasting and radio communications of interest to the Nez Perce Tribe. Requires Bachelor’s degree in Journalism, Communications, Business or closely related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional level experience. Requires two (2) years supervisory 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 states where you have been licensed to drive within the last three (3) years. Open until filled. *(Grade 20)*

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-21-160] (Full-time/Kamiah)** To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) 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 three (3) months food preparation experience for large groups of people. Open until filled. *(Grade 5)*

The Nez Perce Tribe Department of Fisheries Resources Management Production Division is recruiting for: **ADMINISTRATIVE SPECIALIST III [HR-21-162] (Full-time/Lapwai)** Will provide administrative support to the division director, deputy director, and division project leaders. In addition, this position also serves as the Acting Fisheries Department Administrative Assistant in their absence. Responsibilities include: preparation of NPTEC and subcommittee packets, computer hardware and software skills; office equipment management; 50 WPM key board skill; establishment and maintenance of division project files; preparation of correspondence, memos, schedules, documents and reports utilizing computer software applications; and performance of routine clerical tasks, such as processing and delivery of incoming and outgoing mail, data entry, filing, faxing, photocopying, and processing purchase orders and payments. This position will work closely with department and field office support staff. Requires two years of college education, or vocational technical degree, with emphasis in administrative skills Business, or a closely related field. Requires the ability to obtain Notary Public Certification. Requires two (2) years,
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 states where you have been licensed to drive within the last three (3) years. **Open until filled.** *(Grade 13)*

The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-167] (Full-time/Lapwai)** This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. **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 12)*

The Nez Perce Tribe Boys & Girls Club is recruiting for: **TWO (2) YOUTH DEVELOPMENT PROFESSIONALS [HR-21-171] (Lapwai)** part-time (29 hours or less per week). To lead and support the station activities, and to supervise their specific program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Games Room, Education Center and Teen Center. Provide guidance and discipline while building relationships utilizing the Youth Development Strategy. This position is supervised by the unit director. Responsible for planning, implementing, and evaluating educational activities in compliance with Boys & Girls Club Performance Standards. Requires a High School Diploma/GED. Prefer experience working with youth. Must pass a criminal background check. **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 9/24/21.** *(Grade 9)*

The Nez Perce Tribe Police Department is recruiting for: **CIVIL OFFICER [HR-21-174] full-time regular.** To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal civil 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 with 30-mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within 30 minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a High School Diploma/GED. Requires proof of being at least eighteen (18) years of age at time of appointment. Must meet and pass the entry level requirements to the Indian Detention Academy. The selected candidate must successfully complete an honesty interview, polygraph, drug urinalysis, psychological, 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 two (2) consecutive years from date of hire. Must have a good conduct and honorable discharge from the military service if applicable. **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. **This position closes 9/24/21.**  

(Grade 9)

The Nez Perce Tribe Department of Mamá’y’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-175] (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 Department of Mamá’y’asnim Hitéemenwees (Children’s Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-176] (Full-time/Kamiah)** 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 Law and Justice Department is recruiting for: **PROSECUTOR [HR-21-177] (Full-time/LAPWAI)** To represent the Tribe in all criminal and juvenile cases before Nez Perce Tribal Court, reviewing reports and charging cases, drafting written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents. Will represent the Tribe in civil prosecutions and Minor In Need of care/ICWA proceedings that come before the Tribal Court. Will supervise an Administrative Legal assistant, deputy prosecutor, and Child Support Enforcement attorney. Applicant must possess a Juris Doctor from an accredited school of law and be licensed to practice law by the state bar of any State Court, with ability to be licensed in a Federal Court, and the Nez Perce Tribal Court. Requires at least two (2) years (five (5) preferred) of successful experience as a prosecutor or criminal defense attorney, preferably in a tribal government setting. Please provide
a legal writing sample with application, and resume listing at least three work-related 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 on 10/11/21.** (Grade 24)

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

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 Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV [HR-20-138] (Full-time/Lapwai)** 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)

**Extended:** The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-147] (Lapwai)** part-time (29 hours or less per week). This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program’s multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment,
criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)

The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: COURT CLERK I [HR-21-137] (Full-time/Lapwai) Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/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 states where you have been licensed to drive in the last three (3) years. Open until filled. (Grade 7)

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 Commercial Driver’s License within six (6) months of employment. 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 7)

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: COOK [HR-21-160] (Full-time/Kamiah) To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) 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 three (3) months food preparation experience for large groups of people. Open until filled. (Grade 7)

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the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. 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 12)

The Nez Perce Tribe Boys & Girls Club is recruiting for: TWO (2) YOUTH DEVELOPMENT PROFESSIONALS [HR-21-171] (Lapwai) part-time (29 hours or less per week). To lead and support the station activities, and to supervise their specific program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Games Room, Education Center and Teen Center. Provide guidance and discipline while building relationships utilizing the Youth Development Strategy. This position is supervised by the unit director. Responsible for planning, implementing, and evaluating educational activities in compliance with Boys & Girls Club Performance Standards. Requires a High School Diploma/GED. Prefer experience working with youth. Must pass a criminal background check. 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 9/24/21. (Grade 9)

The Nez Perce Tribe Law and Justice Department is recruiting for: PROSECUTOR [HR-21-177] (Full-time/LAPWAI) To represent the Tribe in all criminal and juvenile cases before Nez Perce Tribal Court, reviewing reports and charging cases, drafting written complaints, motions, proposed orders, legal briefs, jury instructions, sentencing recommendations, and other legal documents. Will represent the Tribe in civil prosecutions and Minor In Need of care/ICWA proceedings that come before the Tribal Court. Will supervise an Administrative Legal assistant, deputy prosecutor, and Child Support Enforcement attorney. Applicant must possess a Juris Doctor from an accredited school of law and be licensed to practice law by the state bar of any State Court, with ability to be licensed in a Federal Court, and the Nez Perce Tribal Court. Requires at least two (2) years (five (5) preferred) of successful experience as a prosecutor or criminal defense attorney, preferably in a tribal government setting. Please provide a legal writing sample with application, and resume listing at least three work-related 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 on 10/11/21. (Grade 24)

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:

- Crow’s Shadow Institute of the Arts is recruiting for: Development & Marketing Associate. This is a full-time position located on the Confederated Tribes of the Umatilla Indian Reservation. The Development and Marketing Associate will work independently and with the Executive Director to identify new and existing marketing opportunities; create thoughtful, direct marketing materials; manage our online presence, and assist with CSIA development efforts. The ideal candidate will be creative, positive, motivated, and eager to take on new challenges; they will work independently and set personal goals in alignment with the organization’s vision and strategic plan. Reports to Executive Director. Flexible schedule, primarily in-person with some opportunities for telecommuting. For more information and how to apply go to www.crowshadow.org. Apply by 9/24/21.

- Nez Perce County is recruiting for: Planner: Full-time position with the Nez Perce County Planning & Building Dept. located in Lewiston, ID. Hourly pay $25.73-$33.11, DOE/DOQ, plus exceptional benefits including: PERSI retirement, excellent medical/dental/vision insurance and generous vacation/sick/holiday leave. Position is under the general supervision of the Commissioners and works directly with the Building Official. Position researches and analyzes data, writes reports and findings of fact, drafts regulations and plans, and assists the public in understanding and complying with the county’s planning, zoning and floodplain policies and procedures. Qualifications: Bachelor’s degree in planning, geography, or other land use policy field preferred, though not required; four years’ experience in planning or related field; OR equivalent combination of education and work experience which provides the knowledge and abilities necessary to perform the duties of this position. American Institute of Certified Planners (AICP) Certificate preferred. Senior Customer Service Specialist-Prosecutor’s Office: Full-time benefited position paid $17.09-$18.10 hour, DOE/DOQ. Position performs senior customer service duties designed to expedite legal services. Greets the public, answers phones, and prepares legal documents and correspondence for legal assistants and Deputy Prosecutors. Min. Qualifications: High school graduate/equivalent; graduate from an accredited college or business school with a certificate or degree in a secretarial field, preferred, though not required; and at least two years’ secretarial or general office experience OR equivalent combination of experience and education to perform the duties required. Horticultural Associate Educator-Extension Office: Part-time position (scheduled 24 hours per week), with pro-rated benefits, paid $16.28-$17.71 hour, DOE/DOQ. Position performs horticultural and clerical tasks related to plant diagnostic needs of clientele and the consumer horticulture education needs of regional residents. Also provides routine receptionist support in the Nez Perce County Extension Office. Min. Qualifications: High school graduated/equivalent; post-secondary horticulture training preferred; significant experience in horticulture, possessing an elementary, or better, understanding of plant pathology, entomology, weed science, plant systems and integrated pest management. Successful hire will be required to attend Master’s Gardener training held locally after employment begins. View job qualification/application information @ www.co.nezperce.id.us/Departments/Personnel or NPT Personnel Dept., 1225 Idaho St., Lewiston, ID. Recruitments close on 9/29/22 at 5:00 pm.

- NIGHTFORCE is recruiting for: Recruitment & Training Specialist. For more information and how to apply go to https://nightforceoptics.applicantpro.com/jobs/. Closing date 9/30/21.

- NWIC (Northwest Indian College) is recruiting for: COVID-19 Maintenance & Sanitization Worker. This is full-time position with a duty station at Nez Perce Site-Lapwai/Kamiah, ID. Start date is as soon as possible with a salary of $15.93 per hour. The Maintenance employee performs routine maintenance work on buildings, facilities and equipment along with the day-to-day maintenance needs required for the buildings, facilities and equipment. The duties require a variety of maintenance work in plumbing, electrical, carpentry, mechanical or
related work. This position is funded by the COVID-19 CARES Act grant and all duties will be focused toward the preparation and safety management of all students and staff during this pandemic. **COVID-19 Student Success & Support Administrator:** This is part-time position (20 hours/week) Nez Perce Site. Start date is as soon as possible with a salary of $15.06 per hour. The Student Success and Support Administrator will provide administrative and student support to college and community education students who are admitted or seeking admissions to Northwest Indian College. This position will engage students weekly during the Fall quarter and provide technical, academic, and emotional support, by answering questions, especially as students navigate their first college quarter during the pandemic. The Student Success and Support Administrator will support both the Nez Perce Site Staff and Faculty, as well as the Site Manager on student outreach, recruitment, and retention coordination. During these Covid-19 times, more inquiries, applications, and admitted/registered students have been made to NWIC. This position is necessary to provide administrative and student support for program entry with the increased work and navigational access barriers created by COVID-19. For more information and how to apply go to [https://www.nwic.edu](https://www.nwic.edu). **Review date for recruitments 10/4/21.**

- **Idaho Department of Parks & Recreation is recruiting for:** Park Rangers. Positions are through the state of Idaho to provide education and information services for park visitors, maintain park facilities and grounds areas, and ensure compliance with park rules and regulations. This announcement will be used to fill current and future statewide openings, including full-time, part-time, seasonal or temporary. Please note that not all locations may be hiring at the time of your application, and therefore your status will show "Application Received" until a location you selected is hiring. **Once this announcement closes, on November 30, 2021, you will need to reapply to be considered for future announcements. Please share with anyone who may be interested.** This announcement can be found at [https://www.governmentjobs.com/careers/idaho/jobs/3215902/idaho-state-park-ranger-statewide-recruitment](https://www.governmentjobs.com/careers/idaho/jobs/3215902/idaho-state-park-ranger-statewide-recruitment).

- **Lewiston Department of Labor is recruiting for:** Caregiver (#1561111), Merchandiser (#1561080), Food Service Associate (#1558813), Accounts Receivable (#1540927), Planner (#1555907), LPN (#1555532), Dental Assistant (#1539168), Tracker Laborer (#1538570), and a Conductor (#1538532). Also; Watco-Great Northern Railroad will be doing a Virtual Job Fair and In-Office Job Fair September 30th. Virtual is 3 pm. to 5 pm., In Office is 5 pm. to 7 pm. For more information and how to apply for recruitments go to [https://www.labor.idaho.gov](https://www.labor.idaho.gov). **Closing dates vary with recruitments.**

- **The Shorelands & Environmental Assistance Program within the Department of Ecology is recruiting for:** Floodplain Planner (Environmental Planner 3). This is a full-time position with a duty station in Spokane, WA. In this position you will; Conduct community assistance activities with local governments enrolled in the National Insurance Program; Provide technical assistance and support for communities developing or implementing Comprehensive Flood Hazard Management Plans; Be responsible for promoting, planning, managing, and assessing the performance of Floodplains for Design (FbD) projects; Get to work on a variety of floodplain management activities aimed at reducing flooding, restoring habitat, and enhancing floodplains for future generations. For more information and how to apply go to [Floodplain Planner (Environmental Planner 3)](https://www.labor.idaho.gov). **Open until filled.**

- **National Health Board is recruiting for:** Director of Congressional Relations, Congressional Relations Associate, Deputy Director of Public Health Programs Management, Public Health Project Coordinator, Public Health Communications Coordinator, Chief Operating Officer, Policy Analyst, Policy Research Analyst, and a Communications Director. For more information and how to apply for recruitments go to [https://www.nihb.org](https://www.nihb.org). **Closing dates vary with recruitments.**
Northwest Portland Area Indian Health Board (NPAIHB) is recruiting for: Oregon Tribal Public Health Improvement Coordinator. This position reports directly to the Public Health Improvement & Training (PHIT) Project Director, and is housed within the Northwest Tribal Epidemiology Center (NWTEC or the EpiCenter) located at the Northwest Portland Area Indian Health Board (NPAIHB). Additional oversight and guidance will be provided by the Oregon Tribal Public Health Improvement Manager and the Director of the NWTEC. Duties include, but are not limited to: providing training and technical assistance to Oregon Tribes and NARA, conducting assessments to enhance planning for public health strengthening activities, analyzing and disseminating assessment data, working in collaboration with tribes to translate data and priorities into action plans, and providing support for program planning and implementation. Activities must be accomplished with minimal day-to-day supervision. This position is based at NPAIHB’s office in Portland, OR. Candidates based in Oregon but outside of commuting distance to the Portland Metro Area will be considered for remote telework. For more information and how to apply go to www.npaihb.org/careers. Closing date 9/17/21.

Lapwai School District is recruiting for: High School Assistant Volleyball C Squad Coach, Track Coach, Substitute Custodians, and substitute Kitchen help. 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.


The Nez Perce Tribal Water Utility Board is accepting letters of interest to fill one (1) vacancy on the Utility Board. The applicant must be 18 years of age or older and an enrolled Nez Perce Tribal member. Utility Board shall manage the water & sewer utilities of the Nez Perce Tribe, and serve as the advisory, administrative, and management oversight authority for the Utility Department. For more information and how to apply contact Jason Vangen at (208) 843-7368 or email Jason at jvangen@nezperce.org. Open until filled.

\[\text{The Nez Perce Tribal Housing Authority}\
\text{is accepting applications for a}\
\text{GRANTS COORDINATOR-HAF}\]

Full time Grants Coordinator for our new US Treasury Homeowners Assistance Fund. Develop, manage and report on required activities, thorough knowledge and understanding of mortgage financing and re-financing, and other administrative support functions. Bachelor degree in related field, two years administrative experience, excellent skills in customer service, math calculations, writing, organizing, office machines, computers & technology, valid driver’s license and bondable. Open until filled. 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.
NOTICE

The Nez Perce Tribe Appaloosa Express is seeking bids for seven (7) electric overhead bus bay doors installation.

In addition, revisions have been made to bid packets. All interested vendors must submit a complete bid by 4:00 p.m. October 6, 2021. Bid Opening is set for 1:00 p.m., October 7, 2021. All interested vendors may request bid packets by calling Wenona Holt, or Roselle Greene at 208-621-4691 or email request to wenonah@nezperce.org or roselleg@nezperce.org. The bid packets will also be available at the Nez Perce Tribe TERO office Laatis Lawrence at 208-843-7363.

RECRUITING
Full & Half Time
AMERICORPS MEMBERS

Living Allowance - Flexible Schedule - Professional Development
Full Time (11 months): $15,100 - Half Time (8 months): $6,800 + Education Award

Work with an on-site supervisor to design a schedule that works for you and your community
Practice skills in leadership, teaching, STEM, and youth programming

APPLY TODAY!
https://app.smartsheet.com/b/form/ac0fa73a0b6c478e9e5338d7cd63d49d

Questions please call 208-454-7614 or email ntienhaara@uidaho.edu

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