

~ JANUARY 8, 2024 ~



# NEZ PERCE TRIBE

## JOB OPENINGS

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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.

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*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 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 a High School Diploma/GED. 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)



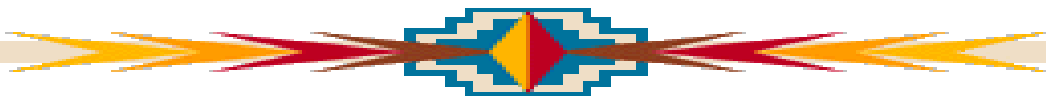
year in a customer service environment is preferred. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from 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 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 a High School Diploma/GED. 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. 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 Technology Services is recruiting for: **CABLE TECHNICIAN III [HR-23-111] (Full-time/Lapwai)**. To provide support and installation of low voltage and outside plant cables and hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires six (6) months experience in cable installation. Requires acquiring tower climbing certificate within one (1) year of employment. May require physical fitness exam. Background check is required within first three (3) 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 13)

**Extended:** The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-23-132] (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' cooking experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. 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 11)

The Nez Perce Tribal Committee (NPTEC) is recruiting for: **OPIOID RESPONSE MANAGER [HR-23-191] (Full-time/Lapwai)**. Seeking a qualified individual for the position of Opioid Response Manager. Position is supervised by the Nez Perce Tribal Executive Committee Chairman and will serve the entire reservation community. Will be tasked with coordinating with all existing Tribal programs currently working to address opioid addiction impacts on the community; developing joint concrete projects, including building and staffing transitional housing for patients who return to the community after attending rehabilitation centers; and applying for grant funding related to opioid recovery services. There are many other high priority areas of focus that this position would be tasked with overseeing. The ideal candidate will have positive managerial experience, social service experience, and the ability to get disparate programs to work together. Requires bachelor's degree in social work,



social sciences, or related field or education and training equivalent to four (4) years of college. Requires eight (8) years of experience working in social work, social sciences, or related field. Requires three (3) years supervisory experience. Requires demonstrated written and verbal communication skills and computer experience. [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 Police Department is recruiting for: **SCHOOL RESOURCE OFFICER (LATERAL) [HR-23-193] (Full-time/Lapwai)**. The purpose of the School Resource Officer and this description is an assignment responsibility within the Lateral Police Officer Class Description into the school systems within the boundaries of the Nez Perce Indian Reservation. The School Resource Officer will make themselves more available and responsive to the needs of the students in the schools where the officer is assigned, however, will respond to other schools within the boundaries of the Nez Perce Reservation or locations. Responsible in the investigations involving juvenile offenders or juvenile victims. Will be assigned to the Criminal Investigation Division supervisor who will plan, organize and direct the activities. Responsible for enforcement of tribal, city, state and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Prefer this candidate be willing to reside within the boundaries of the Nez Perce Reservation or resides within 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 High School Diploma or equivalent and college level education preferred. Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at the time of appointment. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards and Training (POST) from any state. Requires valid Idaho driver's license and the ability to be insured under Tribe's policy. The selected candidate must successfully complete an honesty interview and polygraph, psychological and medical evaluation and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from date of hire. Must have an honorable, good conduct, or honorable discharge from the military service if applicable. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. [Class/job 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 21 Step 2)

The Nez Perce Tribe Department of Social Services/Indian Child Welfare is recruiting for: **'init' 'HOME" YOUTH MENTOR [HR-23-194] (Full-time/Lapwai)**. The purpose of this class is to provide 24-hour care of clients in the sober living home and in-house activities, as well as to provide mentorship to resident youth clients 14-18 years of age. Provide support and coordination of services in partnership with appropriate agencies and partners. Addressing the needs of youth clients utilizing cultural knowledge, and values to ensure holistic recovery support in aftercare treatment. Requires working evenings, weekends, holiday and residing in the home when on duty. This position is under the direct supervision of the Init "Home" Coordinator. Requires one (1) year of experience dealing with children/youth in group environments. Requires a high school diploma/GED. Must obtain CPR and First Aid, and Food Handlers certification within 30 days of hire. Must be able to pass a criminal background investigation prior to employment or within fifteen (15) days of hire. The qualified applicant must be drug free and free from physical conditions, which might adversely affect performance as a youth care provider. [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 Education Department is recruiting for: **K-12 EDUCATION SPECIALIST [HR-23-196] (Full-time/Lapwai)**. To coordinate cross agency collaboration and consultation on federal, state, and tribal education programs that



improve Native American student's academic achievement and identification for eligibility for federal education programs. The position is supervised by the Education Manager. After mentoring and capacity building training by the Education Manager and grant consultants, the class is responsible for meeting Project Director requirements by year two (2) of a newly funded five (5) year federal Department of Education, Office of Indian Education, Idaho Tribal Education Agencies (TEA) Consortium State Tribal Education Partnership (STEP) Program grant. The TEA consortium also includes the Coeur D'Alene and Shoshone Bannock Tribes. Nez Perce Local Education Agency (LEA) partners include Kamiah, Lapwai, and Lewiston (50 Native American students or higher in school district). Participates in comprehensive personal capacity building and on-the-job training needed to meet the grant's goals and objectives. Responsible for maintaining regular communication and coordination with the Education Manager on implementation, monitoring, and evaluation of grant and program activities, including compliance, budgets, and evaluation. Fosters and prioritizes positive working relationships with LEAs, aka public schools, State Education Agencies (SEAs), other Tribal Education Agencies (TEAs), funding agencies or foundations, tribal government and affiliate partners, and external networking agencies or organizations. Expands cross agency coordination and consultation with SEA, LEAs, and other TEAs through written MOU(s) and Tribal Consultation Plan with SEA and LEAs as required by Every Student Succeeds Act (ESSA). Provides onsite and distance technical assistance to partner TEAs to implement, monitor, and evaluate the grant. Organizes and helps facilitate, with other TEA staff, professional development sessions with the SEA and partner LEAs on tribal culture, history, and language, Native American student academic achievement improvement, college readiness, career pathways, Native American student engagement, and Native American community engagement. Reviews and analyzes Native American student achievement data to make decisions on program directions and policy needs. Works with SEA, TEA, and tribal informants (students, families, Elders, cultural resource specialists, leaders) to improve count and identify Native American students in public schools. Assists with community needs and asset mapping process to inform decisions and increase awareness about expansion of the TEA's role in administration of education programs. Responsible for using data management and tracking system to document scope and outcome of program Logic Model and Evaluation Plan. Maintains confidentiality and professionalism at all times. Requires Bachelor's degree in education or closely related field. Emphasis in working with Native American students preferred. Requires two (2) years of work experience in public schools or college/university setting. Previous experience overseeing grants, evaluation processes, and maintaining partnerships preferred. Understanding Federal Indian Education Formula Grant Programs and State Elementary and Secondary Education Act (ESEA) Programs preferred. Experience with Native American organizations as well as the Nez Perce culture preferred. Must be able to pass a criminal background check. [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.** (Grade15)

The Nez Perce Tribe Education Department is recruiting for: **FAMILY ENGAGEMENT SPECIALIST [HR- 23-197] (Full-time/Lapwai)**. Position during school year (through May 31, 2024). Implements the scope of work of the Nez Perce State Tribal Education Partnership (STEP) program to meet the unique cultural and educational needs of Native American students by improving their whole childhood development. Will utilize working knowledge of Nez Perce family structure and values to identify and implement strategies to support the engagement of tribal families by applying culturally-responsive principles to enhance student's motivation to learn and to persist in school to graduation. Facilitate Family Engagement Teams with partner school districts to improve school parent programs, policies, and practices. Provide technical assistance and professional development to partner school districts and state department of education (SDE) staff on evidence-based, culturally relevant (special emphasis on Nez Perce culture) and innovative education strategies. Strengthen collaboration with the partner school districts and Idaho SDE. Work closely with selected Capacity Building consultants that are knowledgeable in Idaho SDE programs and Native American culturally-relevant education methods. Utilize data management and tracking system to document scope and outcome of technical assistance and professional development services provided. Work with Education Manager to analyze and use data to assist in decision-making, setting of priorities, and the creation strategic action plans. Keep abreast of trends, research and resources related to supporting the engagement of families and application of culturally responsive principles. Assist the Education Manager in grant compliance, evaluation, and monitoring activities. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is



equivalent to one (1) year college. Requires two (2) years' work experience in Education or closely related field, with preference in work engaged directly with tribal students and families. Requires experience working with Native American organizations as well as the Nez Perce culture. Two (2) years' experience working in a public-school education setting preferred. Must be able to pass a criminal background check. 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.** (Grade13)

The Nez Perce Tribe Education Department Career Center is recruiting for: **INSTRUCTOR I [HR-23-198] (Part-time/Lapwai/Orofino and Kamiah).** The primary responsibility is a commitment to student success to attain high school equivalency using a General Education Development (GED) program. The instructor will teach using a variety of methods, synchronous and asynchronous, to students with varying levels of basic skills. The position is part-time using a flexible schedule not to exceed 29 hours per week. The duty station is Lapwai, Idaho or Kamiah, Idaho. A Bachelor's degree in education or related field is required; a secondary teaching certification and emphasis in special education is desirable. A minimum of two years' experience teaching developmental reading, writing and math courses is required. The Career Center interest is to hire up to two instructors to serve a student(s) in a designated tribal office location at Lapwai, Orofino and/or Kamiah. Please submit resume, unofficial college transcript, and your educator certification with your NPT application. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide an unofficial college transcript and educator certification; and 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)

**Extended:** The Nez Perce Tribal Department of Fisheries Resources Management Division is recruiting for: **TECHNICIAN IV – ELECTRICIAN [HR-23-204] (Full-time/Dworshak Fish Hatchery).** Responsibilities include hatchery electrical maintenance and repair. Minimum qualifications: Licensed journeyman electrician with two (2) years of college education (48 credits) and/or journeyman rating or certification with six years (6) experience, experience with 3-phase high voltage electrical systems and instrumentation; additional experience with pumps, motors, chillers, meters, man-lifts, hoists, fork-lifts, trucks and construction equipment is beneficial. Three (3) years of relevant experience is equivalent to one (1) year of college. Requires two (2) years of related experience to project needs and a minimum of one (1) year of supervisory experience (will accept Certification or Journeyman rating in lieu of supervision experience). Knowledge and experience with fish hatchery operations and techniques is desired. Must have excellent communication skills, both oral and written, computer record keeping, and written reports are useful. Must be highly motivated and the ability to work cooperatively with others or independently. 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 Driver's License and ability to be insured under the Nez Perce Tribe 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 1/12/24.** (Grade 15)

**Extended:** The Nez Perce Tribe Department of Natural Resources - Wildlife Division is recruiting for a **WILDLIFE BIOLOGIST/PROFESSIONAL II [HR-23-205] (Full-time/Lapwai).** The successful applicant will join a professional and experienced team working to restore, perpetuate, enhance, and manage the wildlife and rare plant resources of the Tribe. Tasks associated with this position are focused on the enhancement, restoration, and protection of wildlife under the Tribe's treaty-reserved rights. Primary duties include developing and implementing wildlife monitoring, management, and recovery efforts; participating in resource planning and recovery efforts; developing and administering grants; reviewing local and regional resource management proposals; developing technical assessments, comments, and recommendations; representing the Division's technical interests to internal and external partners; maintaining, analyzing, and summarizing technical and geo-spatial data; maintaining and enhancing knowledge of relevant laws and regulations; and conducting education and outreach efforts. Requires a bachelor's degree (master's preferred) in related field and/or course work requirements defined in job expectations. Requires three (3) years of professional experience or one (1) year professional experience with a master's



degree. Experience must be at a professional level. Requires one (1) year supervisory experience. 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 Driver's License and ability to be insured under the Nez Perce Tribe 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 19)**

**Extended:** The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) [HR-23-206]** 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 or equivalent 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/job 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 21/\$31.71)**

The Nez Perce Tribe Education Department is recruiting for: **INTERN-EDUCATION [HR-24-100] (Part-Time During the School Year/Lapwai).** The purpose of the internship is to provide second through fifth year undergraduate students with real world situations that are applicable in a tribal learning environment focused on culturally relevant education to improve whole child development (including academic achievement) of Native American students in K-12th grades. Intern will assist the Nez Perce State Tribal Education Partnership (STEP) staff in facilitation and engagement of school teams, collection of cultural-based evidence gathering data, community outreach and awareness, training, and capacity building efforts targeting partner public school district's students, families, and staff. On-the-job training will be provided. Capacity building plan will focus on facilitation of meetings and training, Idaho public school systems (state and local education agencies), mainstream education assessment and evaluation, effective school-Tribe-community partnerships, data monitoring, and other topics specific to current trends and research of Native American populations. Special emphasis on Nez Perce culture. Must maintain positive working relationships with school and community partners. Responsible to use data management and tracking system to document scope and outcome of technical assistance and professional development services provided. The class functions within a general outline of work to be performed; develops work methods and sequences under general supervision of the Education Department Manager and additional support from the STEP Technical Assistance Coach. Requires high school diploma or GED certification with a minimum of one (1) successful higher education school year (2 semesters or 3 quarters) and up to five (5) years of college level course work. Preference for majors related to education or closely related field. No prior work experience is required although documentation of previous paid and/or unpaid work experiences is desirable. Preference for individuals comfortable with public speaking, working cooperatively with others, good organizational skills, and good time management. Must be able to pass a criminal background check. 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 8)**



The Nez Perce Tribe Department of Executive Direction/Transportation is recruiting for: **ROAD MAINTENANCE TECHNICIAN [HR-24-101] (Full-time/Lapwai)**. The position is best described at 80% field work and 20% office related work. Responsible in assisting the Road Maintenance Supervisor in maintaining the Tribal and BIA road system within a set budget; required to work in all weather conditions, under hazardous conditions, on obstructed roads and congested highways, in considerable noise, around operating equipment, and with hazardous materials. Requires a high school diploma or GED. Must be at least twenty-one (21) years of age. Required Flagging Card. Requires six (6) months experience working in road maintenance or road construction. Please include any certifications you may have for this recruitment. 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 on 1/22/24. (Grade 12)**

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*Open to All qualified (In-House & General Public) for the following positions:*

The Nez Perce Tribe Department of Mamáy'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 mealtimes, 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)**

**Extended:** The Nez Perce Tribe Department of Natural Resources/Bio-Control is recruiting for: **PROFESSIONAL III BIOLOGICAL CONTROL CENTER COORDINATOR [HR-23-133] (Full-time/Lapwai)**. The primary duties are to coordinate and provide oversight to the operations and maintenance of the Nez Perce Biocontrol Center (NPBC) through securing operational funds (agreements & contracts) to promote the use of biological control organisms (primarily insects) to combat noxious weeds on the larger landscapes with an emphasis of increasing the availability of newly approved agents (primarily insects) and those in limited supply. The primary duties are based around five primary Goals including: 1) Increase the availability of biological control of weeds organisms that are newly approved or are in limited supply in Idaho and Pacific Northwest; 2) Provide bio-control technology transfer to landowners and managers; 3) Redistribute bio-control agents from field insectaries to areas of need; 4) Monitor past and current releases with cooperators to determine bio-agent present/absence and tract vegetation changes from representative areas utilizing SIMP methodology; and 5) Assist in biological control of weeds implementation in Idaho by managing the Statewide Biological Control Agent Release Database. Will train all subordinate positions (Professional I, Technicians, and Aides) on all aspects necessary to fulfill the NPBC goals, objectives and associated tasks as they relate to annual work plans and staying within the Tribe's organizational guidelines and policies. Preparing progress reports of major activities will be performed or scheduled as requested by the Land Services Director and to those cooperators outlined in annual work plans. Below lists the essential tasks of the NPBC Coordinator. Requires bachelor's degree (master's



preferred) in related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional experience or one (1) year professional experience with master's degree. Experience must be at a professional level. Requires one (1) year supervisory experience. [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 19)**

The Nez Perce Tribe Dept. of Natural Resources/Water Resources Division is recruit for: **PROFESSIONAL II/BROWN-FIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-23-140] (Full-time/Lapwai)**. Salary: \$55k-\$65k DOE plus generous benefits package. We are looking for a dynamic, self-motivated professional to join our creative, supportive, results-driven team to help transform vacant lots and blighted properties into healthy community spaces. Job duties will include 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, planning, or related field (master'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. Please provide cover letter, and college transcripts along with resume. [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 19)**

The Nez Perce Tribe Police Department is recruiting for: **CORRECTIONS SERGEANT [HR-23-151] (Full-time/Lapwai)**. This is an important position in the Police Department which requires current certification in an approved Corrections and/or Detention academy. This position assigned area of responsibility will primarily be the new correctional facility; provides input into training staff, supervises correctional officers and reviews all inmate complaints among other duties. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards Training (POST) from any state. The selected candidate must successfully complete an honesty interview and polygraph, psychological and medical evaluation, and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from the date of hire. Must have an honorable, good conduct, or honorable discharge from the military service, if applicable. Requires six (6) years' experience in Law Enforcement or related field. Requires three (3) years supervisory experience, demonstrated leadership capabilities and knowledge of management and supervisory practices. [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 17)**

The Nez Perce Tribe Mamáy'asnim Hitéemenwees is recruiting for: **TWO (2) HEAD START TEACHERS (SUCCESSFUL APPLICANT WILL BE ASSIGNED EITHER HS TEACHER II or III DEPENDING ON QUALIFICATIONS) [HR-23-164] (Full-time - 9 months/Lapwai)**. **TEACHER II:** Requires minimum an AAS or AA in ECE. 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. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. [Class description available at the NPT Human Resources Department](#). The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver's license but would require that the incumbent obtain a valid driver's license within six (6) months of appointment with the ability to be insured under the Tribe's policy. If you already have a driver's license, you 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 9). TEACHER III:** Requires minimum a BAS or bachelor's degree in ECE or a bachelor's degree in related field with a current CDA and one-year related experience. Responsible to lead and supervise classroom activities. Responsible for planning and implementing and evaluating educational activities in compliance with HS Performance Standards. 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. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver's license but would require that the incumbent obtain a valid driver's license within six (6) months of appointment with the ability to be insured under the Tribe's policy. If you already have a driver's license, you 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 11)**

The Nez Perce Tribe Mamáy'asnim Hitéemenwees - Lapwai Center is recruiting for: **BUS DRIVER [HR-23-165] (Full-time - 9 months/Lapwai).** To assist the program as directed in delivery of services to children and their families; transport children to and from school and field trips, work with Head Start families, conducts bus inspections, and maintains assigned bus as required. Maintains daily bus logs and up-to-date passenger list. Assists teaching staff on field trips and in the classroom, assists with program activities such as setting up for special events or meetings. Conducts visits to families in need of transportation services as necessary, develops routes and transportation schedules in consultation with supervisor. Requires High school diploma or GED. Requires a Commercial Driver's License (CDL). Requires 3 - 6 months experience. Requires CPR and First Aid Certification within 30 days of hire. Requires criminal background/fingerprint check, DOT 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. 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 5)**

**REVISED (F/T TO P/T):** The Nez Perce Tribe Boys & Girls Club is recruiting for: **MEMBERSHIP SERVICES DIRECTOR [HR-23-168] (Part-time/ Kamiah).** Responsible to perform a variety of office manager duties for program staff regarding the Boys & Girls Club as authorized under the Boys & Girls Club Management. Employee is the primary link of communication between members, parents, and the general public. Responsible for maintaining a positive, friendly interactions, and maintain a clean, organized image at the front counter. Serves as the receptionist and office manager. Is the data processor and generally works within established procedure to ensure task accomplishments. Directs the public to information and resources, as well as the program managers and administration when necessary. Must keep current records in the Membership Tracking Services (MTS). Position is supervised by the Executive Director of the Boys & Girls Club. Requires one (1) year of college experience or technical training equivalent to one year or High School Diploma/ GED with three years' work experience with a Boys & Girls Clubs of America. Requires minimum of two (2) years' experience in customer service and be willing to receive continuous on-the-job training as needed. 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. **Open until filled. (Grade 9/Step 4)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL(S) [HR-23-169] (Part-time (29 hrs. or less)/Kamiah).** 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. **Open until filled.** (Grade 9/Step1)

**Extended:** The Nez Perce Tribe Students for Success Program is recruiting for: **PROJECT COORDINATOR [HR-23-189] (Full-time/Lapwai).** Position may continue beyond one (1) year contingent on funding. Position may drop to part time (29 hours or less) depending on funding. Will report directly to the Students for Success Director. Responsibility to deliver reservation-wide outreach. Requires excellent organizational and multi-tasking skills to oversee and implement grant initiatives. Responsible for supervision of project staff, project activity planning, monitoring and evaluation. Must have excellent writing and oral communication 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 job experience may be substituted for each year of required college education. Requires (3) years of prevention and program/grants administration experience, and one (1) year supervisory experience. Experience working with Native American students and families is 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 14)

The Nez Perce Tribe Department of Fisheries Resources Management is recruiting for: **TECHNICIAN III MAINTENANCE/MECHANIC [HR-23-201] (Full-time/Dworshak National Fish Hatchery).** Responsibilities include performance of work assignments in mechanical, electrical, refrigeration, and facility maintenance/repair. Requires two (2) years of college **OR** a journeyman certification in welding, HVAC/refrigeration, carpentry or plumbing. Six (6) years of relevant experience can be substituted for the education requirement. In addition to the education requirement, three (3) years of related experience and one (1) year supervisory experience is also required. Requires a valid driver's license with insurable driving record under the Tribe's Policy, and the ability to obtain and maintain a Class B Commercial Driver's License and Boom Operator Certification. 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)

For current grade and pay scale go to [www.nezperce.org](http://www.nezperce.org) to review.

**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](http://www.nezperce.org).

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### OTHER EMPLOYMENT OPPORTUNITIES

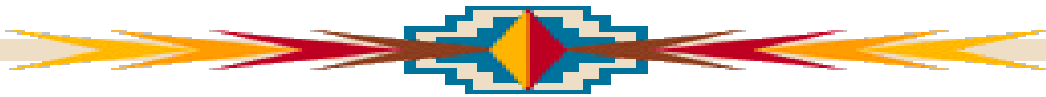
- **Department of the Interior, Bureau of Indian Affairs is recruiting for: Program Manager.** This position is located with the BIA, Office of Trust Services, and serves as the Division Chief for the Indigenous Connectivity and Technology (ICT), which is responsible for promoting economic growth opportunities, and other technology development on behalf of Tribal Nations on Tribal lands. The incumbent coordinates, plans and directs the nation-wide grant programs that supports initiatives such as the expansion of broadband and other training to bridge the digital divide on Tribal lands; Identifies and carries out program directives related to the promotion of tribal self-governance and self-determination initiatives and national policy planning for the ownership and infrastructure development of technological development; Serves as the lead on the formulation, development, and implementation of the division's policies and programs designed to administer technical assistance and develop plans to carry out activities for the effective deployment and use of technology. For more information and how to apply go to [www.usajobs.com](http://www.usajobs.com). Announcement # STIMP-24-12233887-CBXH-DN. **Closing date 1/11/24.**
- **Idaho State Parks & Recreation is recruiting for: State Park Manager II.** This is a full-time position located at Almo, ID. We are in search of a leader with a proven track record, someone who possesses a minimum of three years of relevant high-level managerial experience. Beyond the qualifications, we are seeking an individual with an unwavering passion for the outdoors and the foresight to navigate the complexities of recreation and resource management. This isn't just a job; it's an unparalleled opportunity to make an indelible mark on these legendary destinations that magnetize rock climbers, hikers, and nature enthusiasts. Seize this unique opportunity to lead, inspire, and contribute to the preservation of these natural and historical wonders. Join us on this thrilling executive journey, where your vision will define the legacy of these extraordinary parks. For more information and how to apply go to [hridpr@idpr.idaho.gov](mailto:hridpr@idpr.idaho.gov). **Closing date 1/14/24.** **Assistant Park Manager:** This is a full-time position located at Almo, ID. You'll play a pivotal role in shaping the future of these sister parks. Collaborate with the Park Manager III in overseeing daily operations, managing staff, and spearheading vital projects against the backdrop of towering granite spires, historic landmarks, and diverse ecosystems. Assists park manager in hiring, training, evaluating, and managing permanent, seasonal, and volunteer staff; develops work schedules; recommends budget and monitors staff, park, and maintenance expenditures; prepares performance, financial, and project reports; oversees work projects and may work with development staff to implement construction projects; provides information on park services and rules to visitors; supervises reservations, fee collection, and receipt deposits according to Department policy; develops operational guidelines, procedures manual, and preventive maintenance schedules; oversees and may perform maintenance on facilities, equipment, and grounds including operation and repair of vehicles, mowers, groomers, backhoes, and tools; oversees concessionaire contract compliance and park project contractors. For more information and how to apply go to [hridpr@idpr.idaho.gov](mailto:hridpr@idpr.idaho.gov). **Closing date 1/14/24.**
- **Department of The Interior/Bureau of Indian Affairs is recruiting for: Supervisory Natural Resource Specialist.** This position is located with the Bureau of Indian Affairs, Deputy Director, Trust Services in Anywhere in the U.S. (remote job). The incumbent in this position serves as the Branch Chief, Branch of Bison. As the Branch Chief, the incumbent provides supervision and oversight on program functions and services for the mission. The incumbent in this position reports to the Division Chief, Division of Natural Resources. For more information and how to apply go to [www.usajobs.com](http://www.usajobs.com). Announcement #STIMP-24-12231520-CBXH-DN. **Closing date 1/31/24.**

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- **Nez Perce County is recruiting for: Senior Account Clerk, Image Technician, Custodian Extra Help Part-Time Juvenile Detention Support Technicians.** The advertisements will remain open until filled. For more information and how to apply go to [www.co.nezperce.id.us/Departments/Personnel](http://www.co.nezperce.id.us/Departments/Personnel). EOE and accords preference to qualifying veterans.
  - **Lapwai School District is recruiting for: Middle/High School Secretary, Maintenance Supervisor, Transportation Supervisor, High School Girls Assistant Softball Coach, High School Varsity Volleyball Coach, High School Junior Varsity Volleyball Coach, Middle School Assistant Wrestling Coach, Substitute Teachers, Bus Drivers, Custodians, and Kitchen Help.** Applications can be found on the website [www.lapwai.org](http://www.lapwai.org), or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 3. **Positions are open until filled.**
  - **AVISTA is recruiting for: Sr. Wildfire Resiliency Program Manager, Substation Maintenance Engineer, Regional Account Executive, Regulatory Accounting Analyst/Manager, Corporate Communications Program Manager, Hydro Program Coordinator, Electric Helper, Journeyman Electrical Mechanic, Colville Operations Manager, Journeyman Lineman, Student Engineer, Journeyman Protection Control Meter Technician, Line Foreman.** For more information and how to apply go to [www.myavista.com/about-us/working-at-avista](http://www.myavista.com/about-us/working-at-avista).
  - **Idaho Department of Labor Orofino, ID is recruiting for: Millwright/Kamiah (#2148470), Construction Workers Local Camas Prairie Area (# 2148468), TM Receiver (#JC253000308), Maintenance Craftsman (#JC253280235), Fisheries Transport Driver – Class B CDL (#2147674), Construction Foreman/Kamiah (# 2148471), Facilities Manager (# 2148484), Coder II (# 2148480), Psychosocial Rehabilitation Specialist (#JC252842004).** For more information and how to apply go to <https://idahoworks.gov>. **Closing dates vary with positions.**
  - **Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is recruiting for: Attorney, Human Resources Information System (HRIS) Specialist, Finance Clerk, Early Learning Collaborative Assistant, Family Preservation Program Manager, Target Case Management Coordinator, Cmuytpama Warming Station Operations, Archaeologist I/II Field Archaeologist, Environmental Toxicologist, Fisheries Habitat Biologist II, Fish Passage Specialist(Project Leader-Ceded Area Passage Project), Fisheries Habitat Biologist II, Agriculture, and Forestry Program Forester, Indian Education Coordinator, Preschool Educator II, Computer Helpdesk Technician 1, Environmental Health & Safety Specialist/Officer, Public Transit Bus Driver - Part Time, Sexual Assault Specialist, Firefighter/EMT-Basic, EMT-Advanced, EMT-Intermediate, Police Officer (4) positions, Communication Officer - (Dispatcher), Surveillance Operator.** For more information and how to apply go to <https://ctuir.org/career-opportunities/>. **Closing dates vary with positions.**

## **NOTICE OF VACANCY**

### **GAMING COMMISSION**

The Nez Perce Tribal Executive Committee (NPTEC) is seeking letters of interest from individuals interested serving a three (3) year term on the Nez Perce Tribe Gaming Commission. The individual appointed will serve until December 31, 2026.



A copy of the Powers and Duties of the Gaming Commission is available at the NPTEC Support Staff office.

Please submit your letter of interest and resume to Marsan Lawyer, NPTEC Executive Assistant, by close of business on **January 11, 2024.**

**NOTICE**

**NEZ PERCE TRIBAL  
EXECUTIVE COMMITTEE  
CANDIDATE FILING**

*Due to the holiday, candidacy packets are available starting January 16, 2024, through February 15, 2024.*

**Candidacy application packets** will be available through NPTEC Executive Assistant IV, **Marsan Lawyer** at (208) 843-2253 **starting January 16, 2024.** **The deadline to submit completed candidacy packet is February 15, 2024, by 4:30 PM.**


**NPTEC Incumbents are:**

Ryan Oatman

Samuel Penney

Shirley Allman

For further information regarding Candidacy Filing or if you have any questions, please contact **General Council Election Judges** by email, [elec-tionjudges@nezperce.org](mailto:electionjudges@nezperce.org) or contact information below:



**Melissa Guzman** – (208) 791-0298 or [melissag@nezperce.org](mailto:melissag@nezperce.org)

**Loretta Spaulding** – (208) 621-3823 or [lorettas@nezperce.org](mailto:lorettas@nezperce.org)

**Kayla Warden** – (208) 935-8798 or [kaylaw@nezperce.org](mailto:kaylaw@nezperce.org)

**THE NEZ PERCE TRIBE IS SEEKING BIDS FOR  
PROVIDING EQUIPMENT ASSOCIATED WITH THE WATER PUMPING SYSTEM  
AT  
THE LOSTINE RIVER FISH ACCLIMATION FACILITY**

**PRODUCTS DUE:** The Contractor will provide the following material and equipment:

**EQUIPMENT**

- One primary 45 KVA quiet pack generator with trailer,
- One standby 45 KVA quiet pack generator with trailer,
- 4'X4'X6' Screened box for primary and standby pump with NOAA/NMFS criteria (3/32 round)
- 30 hp pump with 8" discharge with control box and 50' cord,
- All required hoses and connectors necessary to connect pumps to existing pipes.
- All freight costs to and from project.

Installation, testing, operation, and removal of equipment will be coordinated with Rick Zollman,

Joseph Oregon field office, 541-432-2505 or maintenance employee Bill Jackson, 1-208-451-5436.



Approximate dates for delivery and installation will be the week March 11, 2024 and approximate

date for removal will be the week of April 22, 2024.

Interested Contractors may send their bids to Nez Perce Tribe Joseph Field Office, P.O. Box 909,

Joseph, OR 97846 or Fax 541-432-4820.

**Bids must be received at the Joseph Field Office no later than February 2, 2024.**