

~JUNE 30, 2025 ~



# NEZ PERCE TRIBE

## JOB OPENINGS

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### ACTIVE JOB SEEKERS LIST

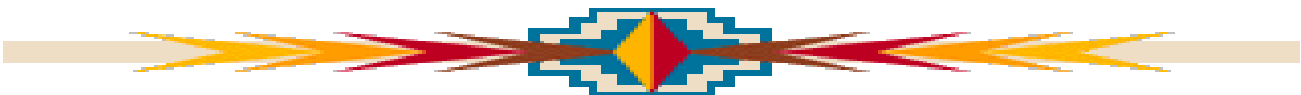
In addition to our internal and external job opportunities, there are occasional temporary appointments. If you are interested in joining our active job seekers, please submit a completed Nez Perce Tribe application with a current driver's license record (DLR). Active job seekers will be screened accordingly 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-24-115] (On-Call/Kamiah)**. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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) 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-24-116] (On-Call/Lapwai).** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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) 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: **BUS OPERATOR/DISPATCHER [HR-24-117] (Full-Time/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 DWI or Moving Violations in the past five (5) years; and not more than three (3) moving violations convictions within the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam which includes a drug screen in order to operate Appaloosa Express vehicles. Requires five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one year in a customer environment 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Department of Education/ECDP Program is recruiting for: **CUSTODIAN [HR-24-210] (Full-time/Lapwai).** Responsible for cleaning all ECDP buildings and premises according to procedures, checklists, and general supervision of the Health & Safety Specialist. Ensures all ECDP buildings and premises including storage sheds are locked on a daily basis. Maintains entranceways to buildings, including sidewalks and trash. Maintain ECDP grounds and playground year-round. Requires handling or using machines or equipment. Requires six (6) months experience in the custodial or general maintenance field.



Requires High School Diploma/GED. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**

The Nez Perce Tribe Child Support Program is recruiting for: **ADMINISTRATIVE INTAKE SPECIALIST III (AIS) [HR-25-133] (Full-time/Lapwai)**. This position is under the direct supervision of the CSP Director and provides essential administrative support to the Child Support Program. The AIS will assist with client intake, maintain computerized and physical files, process payments, support program reporting, and help coordinate meetings, travel, and outreach events. Duties include answering client inquiries, scanning and archiving legal documents, managing office supply inventory, and supporting public presentations on the child support application process. This position plays a key role in ensuring compliance with federal Title IV-D requirements and Tribal policies. May include some evening and weekend events. Requires two (2) years of college education (48 credits), in office administration, computers, business or closely related field. Three (3) years of relevant experience is equivalent to one (1) year of college. Requires three (3) years' experience in office management. A positive work history is essential, along with the ability to exemplify health behavior by adopting a lifestyle from violence, alcohol, and drugs. Must acquire notary public within ninety (90) days of employment, CPR and First Aide Certification, complete physical, TB testing and maintain certification for duration of employment. Must pass a criminal background check as requirement of employment. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**

The Nez Perce Tribe Department of Social Services/Indian Child Welfare is recruiting for: **'init' 'HOME" YOUTH MENTOR [HR-25-134] (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, holidays 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) 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: **YOUTH EVENT COUNSELOR [HR-25-135] (Part-time, on call)**. The purpose of the position is to serve as a mentor and role model to students enrolled in education or enrichment activities, to protect the safety, health, and overall well-being of the youth participants and to engage



youth in a rich and meaningful cultural and educational experience. Position often requires moderate physical activity to follow students during activities. Counselors will follow the Nez Perce Education Department's Youth Extended Day or Overnight Trip Program Guidelines and the Nez Perce Youth Program Manual. Guidelines include required training in CPR, First Aid, AED, Narcan, choking rescue device, Nez Perce Language, culture, and history, and effective strategies for working with tribal youth. Counselors will be compensated for training days. Training dates TBD. The position will be supervised by the tribal Education Manager, Director, or Coordinator (as relates to program activity sponsorship). Nez Perce Cultural Camp requires Counselors to be one year out of high school. Possible second opportunity for Counselors needed for Salmon Camp coordinated by Columbia River Intertribal Fish Commission (CRITFC). Overnight trips require Counselors to be with their assigned students on a 24-hour basis. Minimum of high school diploma or GED certificate preferred. Additional competencies will include ability to maintain meaningful, positive connections with a diverse group of students, knowledge of Nez Perce history, language, culture, and values (preferred), and soft skills such as communication, teamwork, problem solving, time management, decision-making, adaptability, conflict resolution, leadership, creativity, and resourcefulness. Job description available upon request from Human Resources or Education department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. For applicants who want to be considered for driving responsibilities, with additional financial compensation, a valid driver's license is required with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. Criminal background check, including sex offender registry, will be required. Must complete a Nez Perce Tribe employment application as a Volunteer, Camp Contract, and Liability Waiver. **Open until filled.**

The Nez Perce Tribe Nimiipuu Energy is recruiting for: **APPRENTICE ELECTRICIAN/INSTALLER III [HR-25-144] (Full-time/Lapwai)**. To assist Electrician and Lead Installer in installing, maintaining, repairing and troubleshooting electrical systems and solar energy equipment such as solar panel systems. Responsible for managing a wide variety of program components for the purpose of ensuring function and accuracy. Requires a high school diploma or GED. Advanced semiskilled position. Required to complete one hundred fifty (150) hours of trade-related vocational instruction. Certificate in batteries, inverters and safety. Must have an Electrical Apprentice card. May require a physical fitness exam. A background check is required within the first three (3) months of employment. Physical labor, working at heights, positive customer service, and working in a team. Works with oversight from a licensed journeyman electrician, exercising a high level of independence. Must be eighteen (18) years of age. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 17)**

***Revised Class Description:*** The Nez Perce Tribe Nimiipuu Energy is recruiting for: **APPRENTICE ELECTRICIAN/INSTALLER II [HR-25-145] (Full-time/Lapwai)**. To assist Electrician and Lead Installer in installing, maintaining, repairing and troubleshooting electrical systems and solar energy equipment such as solar panel systems. Under the direct supervision of the Lead Installer Technician. Responsible for managing a wide variety of program components for the purpose of ensuring function and accuracy. Knowledge of solar systems, install solar, reading and math equivalent to HS/GED. Semi-skilled position, required to have completed eighteen (18) months of service and to have completed one hundred fifty (150) hours of trade related vocational instruction. Complete



SolarEdge Refresher Course and Solar Installation safety guidelines and procedures Within the first fifteen (15) days of employment. Must have an Electrical Apprentice Card within the first ninety (90)-days of employment. May require a physical fitness exam. A background check is required within the first three (3) months of employment. Physical labor, working at heights, positive customer service, and working in a team. We will train under the supervision of a licensed journeyman electrician with some independence. Must be eighteen (18) years of age. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 16)**

***Revised Class Description:*** The Nez Perce Tribe Nimiipuu Energy is recruiting for: **APPRENTICE ELECTRICIAN/INSTALLER I [HR-25-146] (Full-time/Lapwai)**. To assist Electrician and Lead Installer in installing, maintaining, repairing and troubleshooting electrical systems and solar energy equipment such as solar panel systems. Under the direct supervision of the Lead Installer. Responsible for managing a wide variety of program components for the purpose of ensuring function and accuracy. Requires basic reading and math, may be required to pass aptitude tests that assess math, reading comprehension, and problem-solving skills. Entry-level position. Required to complete one hundred fifty (150) hours of trade-related vocational instruction within twelve (12) months of employment. Must complete SolarEdge training and Solar Installation safety guidelines and procedures within the first fifteen (15) days of employment. Must obtain an Apprentice Electrician card within ninety (90) days of employment. May require a physical fitness exam. A background check is required within the first three (3) months of employment. Physical labor, working at heights, positive customer service, and working in a team. We will train under the supervision of a licensed journeyman electrician. Must be eighteen (18) years of age. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 15)**

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **EXECUTIVE DIRECTOR [HR-25-148] (Full time/Lapwai)**. The Boys & Girls Club Executive Director (ED) is to provide executive level management of the Boys & Girls Club, the ED is a member of the professional Staff team, supporting all Club programs, activities and events. Responsible for the coordination and implementation of the Clubs youth programs, supervising personnel, providing continued staff training, the care and upkeep of the facility, community relations, budget development and control, resource development and membership administration. Provides guidance and leadership to program staff and members. Oversees the core program services to ensure a safe, fun, positive Club environment. Also, ensures expectations are met as set forth by the mission, youth development strategy, Formula for Impact and goals of the Boys & Girls Club movement. Provides intradepartmental, interdepartmental, intertribal and interagency coordination. Develop Department policy and present department recommendations to appropriate Subcommittees and NPTEC. Responsible for completion and presentation of departmental information and reports as required. Assist NPTEC and pertinent Boards by providing technical representation in management forums as required. The position is directly supervised by the Chair of the Board of Boys & Girls Clubs of the Nez Perce Reservation Board of Directors. Requires bachelor's degree, or High School Diploma with three (3) years' work experience with a Boys & Girls Clubs of America. Three (3) years of relevant job experience may be substituted for each year of required college education.





Computer proficiency in word processing and spreadsheets is preferred. Must be able to pass a criminal background check within ninety (90) days of hire. Requires seven (7) years of executive level management experience and three (3) years of supervisory experience. Experience working with Native American students and families is preferred. Requires one (1) year youth program management experience, preferred experience in business, marketing, or public relations. Preferred experience in financial management, and facility management. 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) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 18)

The Nez Perce Tribe Education Dept./Vocational Rehabilitation Services is recruiting for: **EMPLOYMENT OUT-REACH TECHNICIAN III [HR-25-149] (Full-time/Lapwai).** To evaluate and assist program clients in securing employment opportunities, providing advocacy and development of employment related skills for Native Americans with disabilities. Serves as liaison for the VR program, develops and implements partnerships with area employers through recruitment and outreach within the service area, and provides transition services to students ages 16 to 24 at the local school districts. Assists program staff with day-to-day operations providing basic office administration duties. 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 background check to be completed within thirty (30) days of hire and adverse findings may result in immediate termination of employment. Requires three (3) years of experience related to project needs and one (1) year supervisory experience working with individuals with disabilities in employment readiness, recruitment and outreach activities. 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) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 14)

The Nez Perce Tribe Education Dept./Vocational Rehabilitation Services is recruiting for: **EMPLOYMENT OUT-REACH TECHNICIAN III [HR-25-150] (Full-time/Kamiah).** To evaluate and assist program clients in securing employment opportunities, providing advocacy and development of employment related skills for Native Americans with disabilities. Serves as liaison for the VR program, develops and implements partnerships with area employers through recruitment and outreach within the service area, and provides transition services to students ages 16 to 24 at the local school districts. Assists program staff with day-to-day operations providing basic office administration duties. 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 background check to be completed within thirty (30) days of hire and adverse findings may result in immediate termination of employment. Requires three (3) years of experience related to project needs and one (1) year supervisory experience working with individuals with disabilities in employment readiness, recruitment and outreach activities. 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) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 14)

The Nez Perce Tribe Executive Director's Office is recruiting for: **ECONOMIC DEVELOPMENT MANAGER [HR-25-155] (Full-time/Lapwai).** Responsibilities include, but are not limited to, overseeing and directing tribal planning in the implementation of economic development project priorities to meet the strategic goals of the Tribe. Responsible for coordinating the inclusive integration of enterprises treaty land, mineral, water, and air resources priorities with the Comprehensive Economic Development Strategy in collaboration with appropriate tribal entities



to general wealth and achieve tribal economic sovereignty. Requires a bachelor's degree in business management/administration, public/economic development planning, finance, or closely related field (Master's preferred), or an equivalent experience to education ratio. A minimum of five (5) years' progressive leadership experience is required, with two (2) years of 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 28)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **PROGRAM DIRECTOR [HR-25-156] (Full-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 two (2) years of college education (48 credits). Three (3) years relevant experience is equivalent to one (1) year college. Requires previous management experience and one (1) year supervisory work experience with youth ages 5/18. Experience with Boys & Girls Clubs preferred. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**

The Nez Perce Tribe Department of Fisheries Resource Management - Watershed Division is recruiting for: **WATERSHED ENVIRONMENTAL COORDINATOR [HR-25-157] (Fulltime/Lapwai, ID, McCall, ID, or Joseph, OR).** This position will join a highly professional and experienced team working on restoring and protecting aquatic ecosystems and watersheds critically important to fisheries restoration, Nez Perce Tribal treaty resources, and all people. Reviews, tracks and interacts on federal, state, local, and Tribal NEPA and planning documents (Environmental Impact Statements, Forest Plan revisions, etc.) throughout the Tribes Treaty Territory that may affect watershed/aquatic ecosystem health through meeting attendance, literature reviews, providing data, professional opinion, evidence, and formal comments. Knowledge and experience with environmental compliance necessary for watershed restoration is required. Experience in Forestry, Mining, Grazing, Federal or State Land Management is highly desired. Position requires a high level of coordination with federal, state, local and Tribal entities. Applicant must be highly motivated and have excellent communication skills, both oral and written, and report writing. Requires bachelor's degree (master's preferred) in field to include watershed sciences, fisheries biology/resources, hydrology, environmental law, or other closely related field. Three years of professional level experience (one year experience with master's degree), and two years supervisory experience are required. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Closing date 7/14/25. (Grade 20)**

The Nez Perce Tribe Department of Information Systems is recruiting for: **COMPUTER TECHNICIAN III [HR-25-158] (Fulltime/Lapwai).** To provide technical support for computer, networking and telecommunication



applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Some essential Tasks: Install, configure and maintain network operations; servers, hubs, routers, and switches; Program, maintain and configure filtering and/or monitoring equipment; Maintain database systems; creating, editing, maintaining, and/or servicing; Perform advanced troubleshooting on networking and telecommunication equipment; Provide written reports and/or documentation on standard operating procedures and/or user manuals; Maintain operational passwords for all security systems and equipment. Requires bachelor's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of four (4) years of college education with emphasis in computers or a closely related field. Requires five (5) years in Information Systems, one (1) year supervisory experience, and one (1) year cuff accounting or budget maintenance. 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) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 16)

## SUMMER STUDENT INTERNSHIPS

*Check back regularly for up-to-date information...*

**New:** The Nez Perce Tribe Department of Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **AIDE I - HIGH SCHOOL STUDENT INTERN(S) [HR-25-153]**. Students interested in Natural Resources or the STEM fields are encouraged to apply. The student will be placed in the Long-Term Stewardship Division with the Education Specialist and Communication Specialist and will assist with: Education-Lending Library; PACE Math & Science Camp; and research activities. Outreach & Communication-Interviews; website and social media development; database filing; development of print and digital media; and presentation of information to the general public. In addition, student will attend informational presentations and perform other duties as assigned. Under general supervision of the ERWM Education Specialist and ERWM Communication Specialist, and ERWM Long-term Stewardship Coordinator. Requirements: Nez Perce Tribal preference will apply, current high school student grades 9th-12th with a minimum age of fourteen (14) years. Student must maintain a minimum overall GPA of 2.0. A complete application packet includes: Cover letter explaining how this internship is relevant to education goals, Nez Perce Tribe application, and two (2) letters of references. Student must submit complete cumulative transcripts (grades). The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. **Open until filled.** (Grade 5)

**New:** The Nez Perce Tribe Department of Environmental Restoration & Waste Management (ERWM) Program is recruiting for: **AIDE II - COLLEGE INTERN(S) [HR-25-154]**. Students interested in Natural Resources or the STEM fields. The student will be placed in the Long-Term Stewardship Division with the Education Specialist and Communication Specialist. Job duties will include but not be limited to: Education- lending library inventory, lending library update, lending library reorganization, PACE inventory, PACE files, PACE Math & Science Camp, research, field trips and other duties as assigned. Communication-assist with ERWM Internship interviews, ERWM Internship booklet, ERWM Webpage, ERWM Social Media, interviews, research, field trips, database filing, and other duties





as assigned. Under general supervision of the ERWM Education Specialist and ERWM Communication Specialist, and ERWM Long-term Stewardship Coordinator. Requirements: Nez Perce Tribal preference will apply, at least one (1) semester of college completed as a full-time college student (12 credits), with a minimum age of 18 years. Must be an enrolled college student in good academic standing. With a minimum overall GPA of 2.0. A complete application packet includes: Cover letter explaining how this internship is relevant to education goals, Nez Perce Tribe application, and two (2) letters of references. Student must submit complete cumulative transcripts (grades). 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 motor vehicle report where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 7)**

Complete application may be mailed, emailed; [TeamHR@nezperce.org](mailto:TeamHR@nezperce.org) or faxed to Human Resources Office, Nez Perce Tribe, P.O. Box 365, Lapwai, ID 83540, Phone (208) 843-7332, Fax (208) 843-7414.

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

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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 20)**

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

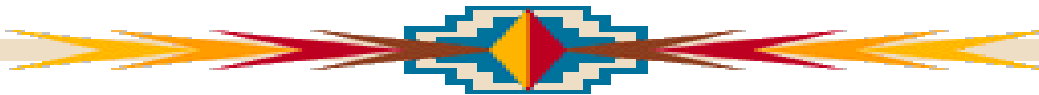


license, you must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 9) TEACHER III:** Requires minimum a BAS or bachelor's degree in ECE or a bachelor's degree in related field with a current CDA and one-year 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) 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**

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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 16)**

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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21/\$31.71)**

The Nez Perce Tribe Police Department is recruiting for: **CORRECTIONS OFFICER(S) (HR-24-108] (Full-time Lapwai)**. To provide direct supervision and oversight of inmates housed at the Nez Perce Tribal Department of Corrections Facility. Responsible for daily operations, including but not limited to; feeding inmates, ensuring medications are correctly administered, hourly checks are performed and ensuring peace and public order are maintained in a secured well-regulated correctional facility. Will assist in ensuring the facility will meet and/or exceed the applicable standards set forth including the adherence to all fire and safety codes. This is a sworn position under the supervision of the Corrections Sergeant Commander. Requires a high diploma or GED. Must be a minimum of eighteen (18) years of age at the time of appointment. Requires the completion of; Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification within one (1) calendar year of hire date. Must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and complete a complete background investigation prior to and to retain employment. Must enter a contract with the Nez Perce Tribe to work for four (4) consecutive years from the date of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK [HR-24-130] (Full-time/Lapwai)**. To ensure quality service and planning of meals which meet the children's nutritional needs in a Head Start, Early Head Start, and CCDF setting and that complies with tribal, federal, state, CACFP, and local regulations. Requires high school diploma, GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, record-keeping, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer



literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date of employment. Class 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**

The Nez Perce Tribe Dept. of Natural Resources, Land Services Division Center is recruiting for: **CLIMATE SMART COMMODITIES TECHNICIAN III [HR-24-176] (Full-time/Lapwai).** Responsible for assisting the Nez Perce Tribe Land Services Division in implementing Partnership agreements with the University of Idaho and Oregon State University. Will involve conducting educational workshops, trainings, applications field investigations and reporting regarding the project. Applicant must be highly motivated with attention to detail, have good oral and written communication skills, and have the ability to work independently and cooperatively with others. Must be able to work outdoors in inclement weather conditions and operate all-terrain vehicles. Experience in farm management, cropping methods cropping implements and soil sampling is required. Requires two (2) years of college education (48 credits) in agricultural, natural resources or similar discipline. Please provide college transcripts. Three (3) years of relevant experience is equivalent to one (1) year college. Requires three (3) years of related experience to project needs, and 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) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 13)**

The Nez Perce Tribe Students for Success Program is recruiting for: **PROJECT COORDINATOR [HR-24-181] (Full-time/ Lapwai).** Position is grant funded for three (3) years. Position may continue beyond three (3) years contingent upon 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 14)**

The Nez Perce Tribe Nimiipuu Energy is recruiting for: **MANAGER IV [HR-24-183] (Full-time/Lapwai).** Responsible for the day-to-day management, administering programs, projects, P&L, and business operations within Nimiipuu Energy. Provides departmental, Tribal, and interagency coordination, develops departmental policy, present depart-



mental recommendations to appropriate subcommittees, NPTEC, and Nez Perce Tribe Holding Company. Coordinates and communicates with other Program/Department Managers at the administrative level to implement Tribal and program policy and operations. Responsible for the development, implementation, and oversight of departmental contracts and/or projects. Provides representation, coordination, and communication with other agencies, members of legislative bodies, and the public regarding the department direction, goals, and objectives; responsible for completion and presentation of departmental information and reports as required: provide departmental supervision and oversight to ensure project development, budgets, annual reviews, reports, and personnel administration are implemented as designed. Under the direct supervision of the Nez Perce Holding Company Chairperson. Requires a bachelor's degree in engineering, environmental science, natural resources, or related field (master's degree preferred). Please include college transcripts and resume with your application. Requires ten (10) years professional level experience (seven (7) years' experience with master's degree), three (3) years of supervisory experience, knowledge, and experience with natural resource research, management, or policy is required. 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) where you have been licensed to drive in the last three years. **Open until filled. (Grade 28)**

The Nez Perce Tribe Nimiipuu Energy is recruiting for: **ELECTRICAL ENGINEER [HR-24-184] (Full-time/Lapwai).** Responsible for utilizing knowledge in the power industry to provide technical recommendations to Nimiipuu Energy initiatives. Individual will possess professional, innovative, and detail-oriented focus on power systems to solar photovoltaic energy. Responsible to provide expertise on protection, controls, policy and procedures, and critical electrical infrastructure. Includes oversight of system designing, testing, and implementing effective engineering system. Under the direct supervision of the Nez Perce Tribe Nimiipuu Energy Manager. Requires a bachelor's degree in engineering, electrical engineering (master's degree preferred). Please include college transcripts and resume with your application. Engineer (PE) status preferred. OSHA10/30 required. NABCEP PV Installation Professional or PV Design Specialist preferred. Requires a minimum of five (5) years of professional experience; solar system design experience preferred. Minimum of two (2) years of supervisor 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) where you have been licensed to drive in the last three years. **Open until filled. (Grade 27)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL(S) [HR-24-196] (Part-time (29 hrs. or less)/Lapwai).** 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 or 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 9/Step1)**

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) [HR-24-198] (Full-time)**. To protect and serve the people of the Nez Perce Tribe. The class is responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned areas of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within thirty (30) miles' radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a High School Diploma/GED or equivalent and college level education preferred. Requires proof of U.S. citizenship. The lateral entry officer must be at least twenty-one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. The selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for four (4) consecutive years from date of hire. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21/\$31.71 (DOQ))**

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **PROGRAM DIRECTOR [HR-25-109] (Full-time/Lapwai)**. The Program Director is a member of the administrative staff team, assisting the Unit Director and supporting Club personnel, Club members and all Club grants, programs, activities and events. Responsible for providing onboarding and continued training for Club personnel, supervising Club personnel, ensuring safe, fun and a positive environment; Will provide guidance and discipline for Club members and notify or communicate with Club member's parent/guardian on any Clubhouse information, accident/incidents and/or behavioral issues and suspensions involving their child. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year college. Must possess and maintain CPR, First Aid, and Automated External Defibrillator (AED) Certification within six (6) months of employment. Must pass a criminal background check. Requires previous management experience and one (1) year supervisory work experience with youth ages 5-18. Experience with Boys & Girls Clubs 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**

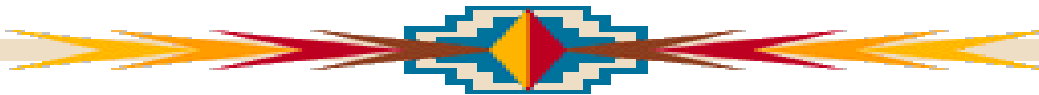
The Nez Perce Tribal Radio Station (KIYE) is recruiting for: **BROADCAST TECHNICIAN I [HR-25-124] (Full-time/Kamiah)**. To provide support and assistance towards the operation of a noncommercial/educational radio station. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Radio Station Supervisor. Requires high school diploma or GED. May require a physical fitness exam. A background check is required within the first 3 (three) 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 and ability to be insured under the Nez Perce



Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 6)**

The Nez Perce Tribe Water Resources Division is recruiting for: **PROFESSIONAL III – ELECTRIC VEHICLE (EV) PROJECT COORDINATOR [HR-25-131] (Full-time, Lapwai)**. The EV Project Coordinator will lead the implementation of the Tribe's fleet electrification and EV infrastructure initiatives under the EPA Climate Pollution Reduction Grant (CPRG). This is a five-year initiative with aggressive targets for EV adoption, charging station deployment, and community engagement across the Tribe's Indian Claims Commission (ICC) lands. The EV Project Coordinator will work closely with Tribal departments, external partners, and federal agencies to meet project milestones, promote clean transportation, and support climate resilience. Duties include managing project budgets and detailed schedules within aggressive timelines; developing and overseeing contracts and deliverables; maintaining organized project documentation in Office 365 and related systems; preparing proposals, RFPs, contracts, reports, and evaluations to track progress and ensure compliance with grant requirements; coordinating with key partners, including the Environmental Protection Agency (EPA), Department of Energy (DOE), Nez Perce Enterprises, Nimiipuu Energy, and other Tribal Departments, Divisions, and Programs; overseeing contractors to ensure adherence to timelines, quality standards, and deliverables; conducting site assessments, developing site plans, coordinating utility connections, navigating permitting and zoning processes, and overseeing construction activities; collecting, analyzing, and reporting data in accordance with the Quality Assurance Project Plan (QAPP) and federal grant reporting requirements; conducting outreach and educational programs to engage the Tribal community; and serving as a central point of contact for electric vehicle and infrastructure-related questions. Travel throughout the Tribe's ICC lands will be required to inspect and monitor EV infrastructure projects. Requires a bachelor's degree in a related field (master's preferred), three (3) years of professional experience (one (1) year with a master's degree), and two (2) years of supervisory experience. Please include college transcripts and a cover letter with your NPT application. Related field and/or coursework requirements are defined in the job expectations. [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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 20)**

The Nez Perce Tribe Department of Law & Justice is recruiting for: **CHIEF JUDGE [HR-25-151] (Full-time/ Lapwai)**. This position requires a wide range of legal, administrative, management and budgetary skills. The Chief Judge presides over the Tribal Court, and hears, or assigns to other Tribal Court Associate and Pro-Tem judges, all cases heard in the Tribal Court. Handles all phases of civil and criminal litigation, drafts orders, opinions, memoranda and other legal documents, and fulfills all other duties required of the Chief Judge to assure an effective and fair Tribal Court. In addition, supervises Associate Judges, and Court Administrator. Requires three (3) years' judicial experience or ten (10) years' experience in active practice of law, preferably in a Tribal Court, and three (3) years of supervisory experience. Evidence of success in court administration and court budget development is preferred. Applicants must demonstrate that they have a thorough knowledge of Indian law, the Nez Perce Tribal Code, and applicable federal law, including but not limited to the Tribal Law and Order Act and Violence Against Women Act. Must have a Juris Doctor from an accredited law school and must be a member in good standing of a state bar. This is a four (4) year contract position with generous salary and benefits. [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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 28)**



The Nez Perce Tribe Department of Law & Justice is recruiting for: **COURT ADMINISTRATOR [HR-25-152] (Full-time/Lapwai)**. To ensure all aspects of both Tribal Court and Appellate Court systems are operating effectively and efficiently, assisting with planning and scheduling of meetings for the Judges. Responsible for the supervision and management of the court staff, training, planning, budget, security reports, public information and juror and witness management. Works within broad policy and organizational guidelines; independently plans and implements projects under the supervision of the Chief Judge. Requires two (2) years of college education (48 credits), associate's degree preferred. Three (3) years' work experience may be substituted for each year of required college education. Requires three (3) years of related experience working in judicial system or closely related field, and one (1) year supervisor experience. 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) 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

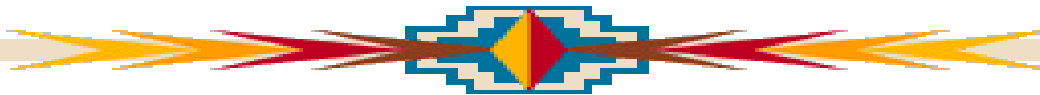
Phone (208) 843-7332 Fax (208) 843-7414

**LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies.**  
[www.nezperce.org](http://www.nezperce.org).

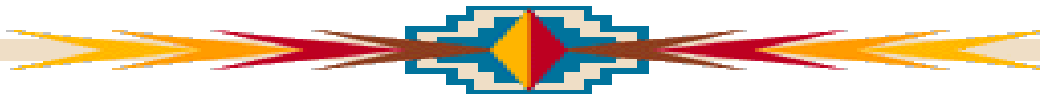
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### **OTHER EMPLOYMENT OPPORTUNITIES**

- **Nez Perce Tribal Housing Authority (NPTHA) is recruiting for: Maintenance/Construction Worker. This position is for our rental units in the Kamiah area.** Minimum four years' experience in residential maintenance/construction, high school diploma or GED, valid driver's license and be insurable. Skills in home repairs, construction knowledge in carpentry, plumbing, electrical, roofing, sheet rocking and painting. Legible writing, ability to document all work performed on appropriate forms, communication skills and great customer service. Excellent benefits, Tribal & Indian Preference will apply. Submit employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540 or email [nptha@nezperce.org](mailto:nptha@nezperce.org). For more information call (208) 843-2229. **Closing date 7/8/25.**



- **UnitedHealthcare is recruiting for: Field Tribal Community Health Representative (CHR).** This is a full-time position located in North Idaho. As a Tribal Community Health Representative (CHR), you will engage with Tribal members that have Medicaid and/or Medicare to provide health care, health promotion, and disease prevention services. Tribal CHR's work as a team – based structure and spend much of their time in Tribal communities engaging directly with members to understand their unique health needs and challenges. Experience working with Tribal members in Idaho who have complex medical, mental health or substance use conditions is important for this role. **\$3,000 sign on bonus for external applicants.** For more information and how to apply go to <https://careers.unitedhealthgroup.com/job/22056656/field-tribal-community-health-representative-north-idaho-plummer-id/>. **Open until filled.**
- **Nez Perce County is recruiting for: Deputy Court Clerk, Deputy Prosecuting Attorney.** View complete job requirements and obtain application info @ [www.co.nezperce.id.us/Departments/Personnel](http://www.co.nezperce.id.us/Departments/Personnel) or pick up at the NPC Personnel Dept 1225 Idaho St., Lewiston, ID. EOE and accords veteran's preference.
- **Idaho Department of Labor, Lewiston, ID is recruiting for: Producer Relations Administrator (#2395790), Full Charge Bookkeeper (#2396358), Gunsmith (#2327856), Machine Operator (Swing Shift / Third Shift (#2396337), Presales - Lewiston, ID – Pepsi (#JC278121715), Team Member KFC (#2397043), Accounts Payable Clerk (#JC278161946), Sales Associate (#JC278199904), Caregiver/Clarkston, WA. (#JC223286701), Customer Service Associate Nomnom on Thain (#2396409). Orofino: Production Worker (#2396996), Lazar Engraver Operator (#2396998), ICIO-Technical Records Specialist 1 (#JC278184197), CDL Truck Driver (#2358413), 5th Grade Teacher /Weippe (#2386676), Van Driver-Part Time/as Needed (#2397022), Teller-Kamiah-20hrs. (#JC278168904), Bakery Associate/Kamiah (#2391081).** For more information and how to apply go to <https://idahoworks.gov>. **Closing dates very depending on positions.**
- **Lapwai School District is recruiting for: Elementary Teacher, Certified Substitute Teachers, Custodian, High School Assistant Volleyball Coach, Middle School 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: Journeyman Lineman, Journeyman Network Technician, Director, Enterprise Project Management Office, Gas System Planning Engineer, Customer Project Coordinator, Civil Engineer – Power Generation & Infrastructure, Environmental Scientist/Specialist – Land Use Permitting and Compliance, Energy Efficiency Program Manager, Customer Engagement Manager, Natural Gas Resource Manager, Contracts & Credit Manager.** 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).
- **The Healing Lodge of the Seven Nations is recruiting for: Behavioral Intervention Specialist, Research & Training Coordinator, Production Cook (P/T), Program & Support Services Director, Business Operations Manager, Grant Writer, Research & Training Coordinator, CIRCLE Director, Behavioral Intervention Specialists.** For more information and how to apply go to [www.healinglodge.org](http://www.healinglodge.org).



- **Confederated Tribes of the Umatilla Indian Reservation (CUTIR) is recruiting for: Accounting Manager (READVERTISED), Vocational Rehabilitation Specialist, Human Resources Information System Specialist, Early Childhood Collaborative Coordinator, Equipment Operator I or II (2 positions), Land Technician (up to 2 positions), Transfer Station Foreman/Mechanic, Toxics Intern III, Archaeologist I/II (1 position), Fisheries Habitat Biologist II-Tucannon Habitat Project, Fisheries Technician I-II Biomonitoring Project, Fish Technician I/II - Hatchery (Facility Watch Operator), Supervisory Forester (READVERTISED), Forestry Technician – Fuels, Vegetation Management Specialist, Water Code Administrator/Water Resources Specialist II (READVERTISED), Preschool Educator I, Tribal Member Benefits Coordinator (RE-ADVERTISED), Indian Education Coordinator (4 positions), Maintenance Repairer, Public Transit Bus Driver (up to 2 positions) (Part-time) REVISED, Building Inspector (up to 2 positions) (Part-Time/On-Call), Transportation Planner - Associate Planner Level (Re-Advertised), Administrative Assistant II, Firefighter/EMT Basic-Intermediate-Advance (up to 7 positions), Firefighter/Paramedic, Child Youth Specialist, Community Navigator, Facilities Maintenance Technician I, Tribal Roads Foreman, Communication Officer (Dispatcher) (Re-Advertised) 1 position, Police Officer (2 positions).** For more information and how to apply go to <https://ctuir.org>. **Closing dates vary depending on positions.**



## REQUEST FOR PROPOSALS

### HEARING OFFICER

The Nez Perce Tribe is requesting proposals for an independent contractor to provide the following professional services for all Nez Perce Tribe Affiliates, Affiliate Entities Listing: Nez Perce Tribe — Government, Nez Perce Tribal Enterprises, and Nimiipuu Health.

**Grievance Hearings:** Preside over employment Grievance Hearings and render a written decision to the affected HR Department; based on the findings of fact and conclusions of law that are in compliance with the Human Resource Manual and other approved tribal policies.

**Arbitration:** Preside over employee disputes according to the HRM, Tribal Code, and other approved policies and procedures. Provide Mediation services for employees involved in conflict in accordance with the Grievance Process or other Employee Complaints.

**Employee Training:** Provide employee training to include but not limited to:

- o Conflict Resolution
- o Reasonable Accommodations





- o How to Handle Difficult Employees
- o Team Building o Valuing Diversity
- o Discipline o Employee Evaluations
- o Stress Management
- o Sexual Harassment
- o Employment Law as it Applies to Tribes

Applicants must be licensed attorneys. Admission to the bar of any state is acceptable. Please list the last three employers; and three professional references.

The Nez Perce Tribe reserves the right to reject any and all proposals without cause. **This request for proposal is open until filled.** Send proposals to: Melissa Guzman, Interim Human Resources Manager; Human Resources; P.O. Box 365; Lapwai, ID 83540. For more information, please contact Melissa Guzman, Interim HR Manager at 208/621-3680 or email [melissag@nezperce.org](mailto:melissag@nezperce.org).