

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-187	September 20, 2022	September 27, 2022
POSITION TITLE AND DEPARTMENT	SALARY	
Laborer/Hay Salesman Tribal Farm	\$12.00 Per Hour	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full-Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Work schedule: Applicant will be required to a work schedule which includes working unusual working hours, weekends and some holidays.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. *Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Laborer/Hay Salesman under the direction of the, the Hay Salesman/Laborer will assist the Tribal Farm with the sales of alfalfa and grass hay. The Laborer/Hay Salesman shall stack hay, rotate old and new hay for sales. Assist in loading hay for customers, handles money from customers along with performing hay inventory before and after each shift. Will be required to operate a Hay Squeezer when needed. The Laborer/Hay Salesman will perform all other duties such as office cleaning, grounds maintenance, and all other farm related duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

