

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

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Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#23-036	November 2, 2022	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Juvenile Tribal Healing to Wellness Court Case Manager Tribal Court	\$32,000.00 Per Annum.	

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) (Grant funded position; continued employment dependent on grant)
- Applicant must have a valid driver's license.
- 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.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- 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 Case Manager, under the supervision of the Chief Probation Officer, the Case Manager will be responsible for creating, maintaining, tracking, updating and storing case files and juvenile records. The Case Manager will work closely with the Juvenile Tribal Hearing to Wellness Court Coordinator to maintain hard copy files and digital records of all cases pertaining to program participants and shall be responsible for monthly reports. Shall comply with HTW court principles of case management and assist in facilitating the ten steps of the Healing to Wellness Court. Shall receive court and law enforcement documentation and media files and review to determine how to compile information to create case files. Assist with identifying data needed to create and effective database. Enter all complaints and documentation into logs and update each file in its stage of court process. Utilize information to create monthly reports. Redevelop a filing system that would work best for the juvenile caseload. Organize and track case files. Maintain case files ensuring file systems are secured and kept confidential. Determine which files are inactive, scan and preserve inactive files electronically. The Case Manager shall monitor deadlines to ensure all required documentations and relevant information is available for

Prosecutors. Shall type and create basic legal forms and correspondence as needed. Locate and develop case relevant information. Maintain and update court calendar. Work with Case Management Team to provide referrals for wrap-around services. Tracks referrals generated. Perform administrative and legal tasks to enhance office effectiveness. Perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Mental Health, Public Health, Criminal Justice or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in courts, law enforcement, legal case file management or a combination of education and training in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

Physical Requirement: Must be in good physical condition to perform lifting file boxes, up to twenty (20) pounds, and utilizing office equipment for extended periods of time.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of tribal codes, court system, legal procedures and their application.
2. Knowledge of a personal computer and its applications such as Microsoft Office.
3. Knowledge of creating digital media files storage.
4. Knowledge of customer service and public relation practices and procedures.
5. Ability to communicate effectively with clients, staff and others.
6. Ability to plan, organize and prepare required reports.
7. Ability to maintain professionalism and a strict standard of confidentiality.
8. Ability to exhibit excellent organization skills.
9. Ability to balance multiple activities and work under pressure.
10. Ability to work independently with strong sense of focus, task oriented with clear sense of boundaries.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

