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

**OPEN CONTINUOUS POSITIONS**

**NUMBER OF VACANCIES**: This is an open continuous vacancy announcement list and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.

Weekly Update # 014

Updated: 01/03/23

| **VA No.** | **OPEN** | **CLOSE** | **POSITION TITLE/SALARY** | **DEPT.** | **STATUS** |
| --- | --- | --- | --- | --- | --- |
| 23-001 | 10/01/22 | Open Continuous | Certified Police Officer$46,866.00-$57,115.00 Per Annum | Law Enforcement |  |
| 23-002 | 10/01/22 | Open Continuous | Police Officer (CADET)$43,938.00-$46,866.00 | Law Enforcement | 11/21/22Certificate Issued |
| 23-003 | 10/01/22 | Open Continuous | Security GuardDOE | Law Enforcement |  |
| 23-004 | 10/01/22 | OpenContinuous | Corrections Officer$30,160.00 Per Annum. | Detention Center |  |
| 23-005 | 10/01/22 | OpenContinuous | Gaming Inspector $14.47 - $16.67 Per Hour | Tribal GamingCommission | 12/15/22Certificate Issued |
| 23-006 | 10/01/22 | OpenContinuous | Teacher Assistant$10.00 Per Hour | Head Start Program |  |
| 23-007 | 10/01/22 | OpenContinuous | TeacherDOE | Head StartProgram |  |
| 23-008 | 10/01/22 | Open Continuous | Bus Driver/Custodian$16.00 Per Hour | Head StartProgram |  |
| 23-009 | 10/01/22 | Open Continuous | ParamedicDOE | EmergencyMedical Services |  |
| 23-010 | 10/01/22 | Open Continuous | Emergency Medical TechnicianDOE | EmergencyMedical Services | 12/02/22Certificate Issued |
| 23-011 | 10/01/22 | Open Continuous | FirefighterDOE | Emergency Medical Services |  |
| 23-012 | 10/01/22 | Open Continuous | NEMT DriverDOE | Emergency Medical Services | Selection Pending |
| 23-013 | 10/01/22 | Open Continuous | Firefighter I-II/EMTDOE | Emergency Medical Services |  |
| 23-015 | 10/01/22 | Open Continuous | Forestry AideGS1 Equivalent | Forestry Program |  |
| 23-016 | 10/01/22 | Open Continuous | Backhoe OperatorDOE | Utility Construction | 11/28/22Certificate Issued |
| 23-017 | 10/01/22 | Open Continuous | LaborerDOE | Utility Construction |  |
| 23-018 | 10/01/22 | Open Continuous | RTRL Crewmember $25,434.00 - $37,121.00 Per Annum | Fire Management Program | 12/27/22Certificate Issued |
| 23-023 | 10/11/22 | Open Continuous | CustodianDOE | UtilityConstruction |  |

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Tribal Vice-Chairman

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Tribal Chairman

**OPEN UNTIL FILLED POSITIONS**

**NUMBER OF VACANCIES**: This is an open until filled vacancy announcement list and applications will be referred UPON department request until position is filled. The open until filled vacancy announcement allows this office to accept applications until the position is filled and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill vacant position.

Weekly Update # 014

Updated: 01/03/23

| **VA No.** | **OPEN** | **CLOSE** | **POSITION TITLE/SALARY** | **DEPT.** | **STATUS** |
| --- | --- | --- | --- | --- | --- |
| 19-098 | 06/20/19 | Open Until Filled | Benefits Coordinator DOE | Human Resources |  |
| 21-016 | 10/19/20 | Open Until Filled | RPMS Site ManagerDOE | Dept. of Health & Human Services |  |
| **21-024** | **04/19/21** | **Open Until Filled** | **NEMT Driver****DOE** | **Emergency Medical Services** | **Selections Pending** |
| 21-035 | 12/21/20 | Open Until Filled | Health and Mental Health ManagerDOE | Head Start Program |  |
| 21-045 | 02/05/21 | Open Until Filled | Library Tutor$15.00 Per Hour | San Carlos Apache College |  |
| 21-052 | 04/12/21 | Open Until Filled | ParamedicDOE | Emergency Medical Services |  |
| 21-073 | 06/21/21 | Open Until Filled | Mentor CoachDOE | Head Start Program |  |
| 21-080 | 06/30/21 | Open Until Filled | P.H.E.P CoordinatorDOE | Dept. of Health & Human Services |  |
| 21-102 | 03/28/22 | Open Until Filled | Clinical TherapistDOE | Wellness Center |  |
| 21-108 | 07/06/21 | Open Until Filled | Behavioral Health Technician (3)DOE | Wellness Center | 12/06/22Certificate Issued |
| 21-113 | 08/03/21 | Open Until Filled | Emergency Medical Technician (6)DOE | Emergency Medical Services | 11/13/22Certificate Issued |
| **21-122** | **09/02/21** | **Open Until Filled** | **Squad Boss****$39,311.00-$51,103.00 Per Annum.** | **Fire Use Program** | **No Selections Made** |
| 22-020 | 10/19/21 | Open Until Filled | English FacultyDOE | San Carlos Apache College | 09/15/22Certificate Issued |
| 22-030 | 10/28/21 | Open Until Filled | Detective$52,796.00-$63,352.00 Per Annum. | Law Enforcement | 9/02/22Certificate Issued |
| 22-033 | 10/28/21 | Open Until Filled | Teacher (3)DOE | Child Care Program | 10/25/22Certificate Issued |
| 22-041 | 11/03/21 | Open Until Filled | Firefighter I-II/EMTDOE | Emergency Medical Services |  |
| 22-052  | 12/02/21 | Open Until Filled | Clinical Supervisor DOE | Wellness Center |  |
| 22-061  | 01/06/22 | Open Until Filled  | Wildland Fire Engine Crewmember $28,000.00 - $40,000.00 Per Annum | Fire Management Program |  |
| 22-063 | 01/14/22 | Open Until Filled | Johnson O’Malley ManagerDOE | Education Dept. |  |
| 22-064 | 01/14/22 | Open Until Filled | Job Placement & Training ManagerDOE | Education Dept. |  |
| 22-077 | 02/15/22 | Open Until Filled | Assistant Lead Fire Effects Monitor$35,265.00-$45,847.00 Per Annum. | Fire Use Program |  |
| 22-093 | 03/15/22 | Open Until Filled  | Dispatcher$25,000.00 - $32,356.00 Per Annum | Law Enforcement  |  |
| 22-098 | 04/25/22 | Open Until Filled | Life is Precious Case ManagerDOE | Wellness Center | 12/06/22Certificate Issued |
| 22-101 | 09/06/22 | Open Until Filled | Firefighter I-IIDOE | Emergency Medical Services |  |
| 22-103 | 06/07/22 | Open Until Filled | Game RangerDOE | Recreation & Wildlife Dept. |  |
| 22-152 | 07/21/22 | Open Until Filled | Wildland Firefighter$28,078.00 - $40,974.00 Per Annum. | Fire Use Program |  |
| 23-014 | 10/01/22 | Open Until Filled | RTRL Firefighter$25,434.00 - $37,121.00 Per Annum. | Fire Management Program |  |
| **23-029** | **10/17/22** | **Open Until Filled** | **Geronimo Hotshot Crewmember****GS-3/4/5** | **Forestry Program** | **Selections Made** |
| 23-030 | 10/17/22 | Open Until Filled | Family in Need of Services Coordinator$45,000.00 Per Annum. | Prosecutor’s Office | 11/02/22Certificate Issued |
| **23-031** | **10/19/22** | **Open Until Filled** | **Assistant Attorney General****DOE** | **Dept. of Justice – Civil Division** |  |
| 23-036 | 11/02/22 | Open Until Filled | Juvenile Tribal Healing to Wellness Court Case Manager$32,000.00 Per Annum. | Tribal Court |  |
| 23-041 | 11/09/22 | Open Until Filled | Computer Information Systems FacultyDOE | San Carlos Apache College |  |
| 23-045 | 11/14/22 | Open Until Filled | DispatcherDOE | Emergency Medical Services | 12/19/22Certificate Issued |
| 23-048 | 11/22/22 | Open Until Filled | Assistant Crew Boss$39,311.00-$56,790.00 Per Annum. | Fire Use Program |  |
| 23-049 | 11/29/22 | Open Until Filled | Fire Effects Monitor Crewmember$31,520.00 - $40,974.00 Per Annum. | Fire Use Program |  |
| 23-050 | 12/01/22 | Open Until Filled | Recreation CoordinatorDOE | Bylas Recreation Department |  |
| 23-054 | 12/06/22 | Open Until Filled | College Librarian/Library CoordinatorDOE | San Carlos Apache College |  |
| 23-055 | 120/6/22 | Open Until Filled | Computer Training Coordinator$50,000.00 Per Annum. | San Carlos Apache College |  |
| 23-059 | 12/07/22 | Open Until Filled | Mental Health Education TechnicianDOE | Wellness Center |  |
| 23-068 | 12/13/22 | Open Until Filled | Geronimo Hotshot Senior FirefighterEquivalent to GS-5 | Forestry Program |  |
| **23-076** | **12/28/22** | **Open Until Filled** | **Tribal Treasurer****DOE** | **Tribal Administration** |  |

**\*\*CERTIFICATE ISSUED: Applications were screen and sent for applicants who met the minimum qualifications for the job announcement they applied for.**

**\*\*CERTIFICATE EXTENDED: Department received an additional 30 days to make a selection for job announcement.**

**\*\*NO SELECTIONS MADE: Department did not select.**

**\*\*RE-ADVERTISED: Department requested to Re-Advertise job announcement due to non-selection.**

**\*\*CANCELLED: Department cancelled or abolished position or HR Dept. may cancel position if selection exceeds 60 days.**

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Tribal Chairman

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**VACANCY LISTING**

Weekly Update # 014

Updated: 01/03/23

| **VA No.** | **OPEN** | **CLOSE** | **POSITION TITLE/SALARY** | **DEPT.** | **STATUS** |
| --- | --- | --- | --- | --- | --- |
| **22-059** | **12/06/22** | **12/27/22** | **Purchasing Clerk****DOE** | **Tribal Finance**  | **12/29/22****Certificate Issued** |
| 22-124 | 11/21/22 | 12/12/22 | Dispatcher (2)DOE | Emergency Medical Services | 12/19/22Certificate Issued |
| 22-127 | 05/23/22 | 06/10/22 | Emergency ManagerDOE | Office Emergency Management | 06/13/22Certificate Issued |
| **22-172** | **10/19/22** | **11/02/22** | **Maintenance Mechanic I****$20.00 Per Hour** | **Black River Pump Station** | **No Selections Made** |
| **22-182** | **12/14/22** | **01/13/23** | **Program Manager****DOE** | **Wellness Center** |  |
| **23-019** | **12/06/22** | **12/27/22** | **Family Peer Support Specialist****DOE** | **Tribal Social Services** | **12/29/22****Certificate Issued** |
| **23-022** | **01/03/23** | **01/17/23** | **Assistant Cook** **DOE** | **Forestry Program** | **Re-Advertised** |
| **23-028** | **10/13/22** | **10/27/22** | **Property Clerk****DOE** | **Law Enforcement** | **12/19/22****Certificate Extended** |
| 23-033 | 11/01/22 | 11/15/22 | Receptionist/File Clerk$13.00 Per Hour | Head Start Program | 11/28/22Certificate Issued |
| 23-035 | 11/02/22 | 11/22/22 | Correctional Surveillance Officer$38,729.60 - $52,374.40 Per Annum. | Detention Center | 11/30/22Certificate Issued |
| 23-037 | 11/07/22 | 11/21/22 | Finance OfficerDOE | Emergency Medical Services | 11/28/22Certificate Issued |
| 23-038 | 11/08/22 | 11/29/22 | Community Health Representative$12.00 Per Hour | C.H.R Program | 12/06/22Certificate Issued |
| 23-039 | 11/09/22 | 11/18/22 | Office CoordinatorDOE | Bylas Administration | 11/28/22Certificate Issued |
| 23-040 | 11/09/22 | 11/18/22 | Receptionist$9.50 Per Hour | Bylas Administration | 11/28/22Certificate Issued |
| 23-042 | 11/14/22 | 11/30/22 | Data Clerk$31,200.00 Per Annum. | Law Enforcement | 12/06/22Certificate Issued |
| **23-043** | **01/03/23** | **01/17/23** | **NEMT Intake Clerk****DOE** | **Emergency Medical Services** | **Re-Advertised** |
| 23-046 | 11/14/22 | 11/30/22 | Certifier$28,392.00 Per Annum. | Food Distribution Program | 12/06/22Certificate Issued |
| 23-047 | 11/21/22 | 12/12/22 | Fleet Support SpecialistDOE | Emergency Medical Services | 12/15/22Certificate Issued |
| 23-051 | 12/01/22 | 12/14/22 | Water/Sewer Operator II$14.00 Per Hour | Water Distribution Wastewater Treatment Facilities Program | 12/19/22Certificate Issued |
| 23-052 | 12/02/22 | 12/16/22 | Site SupervisorDOE | Wellness Center | 12/19/22Certificate Issued |
| **23-053** | **12/05/22** | **12/27/22** | **Custodian/Maintenance****$13.00 Per Hour** | **Education Department** | **12/29/22****Certificate Issued** |
| 23-056 | 12/06/22 | 12/20/22 | Cook$13.00 Per Hour | Head Start Program | 12/27/22Certificate Issued |
| **23-057** | **12/07/22** | **12/21/22** | **Facilities Manager/Procurement Officer****$50,000 - $60,000 Per Annum.**  | **San Carlos Apache College** | **12/27/22****Certificate Issued** |
| **23-058** | **12/07/22** | **12/21/22** | **Heavy Equipment Operator****$16.00 Per Hour** | **Water Distribution Wastewater Treatment Facilities Program** | **12/27/22****Certificate Issued** |
| 23-060 | 12/09/22 | 12/28/22 | Groundskeeper$25,000.00 - $35,000.00 Per Annum. | San Carlos Apache College |  |
| 23-061 | 12/09/22 | 12/28/22 | Security Guard$25,000.00 - $35,000.00 Per Annum. | San Carlos Apache College |  |
| 23-062 | 12/09/22 | 12/28/22 | Custodian$31,000.00 Per Annum. | San Carlos Apache College |  |
| 23-063 | 12/09/22 | 12/29/22 | Cook Assistant$28,392.00 Per Annum. | Older Adult Center |  |
| **23-064** | **12/12/22** | **01/04/23** | **Secretary****$23,920.00 Per Annum.** | **ALTCS Program** |  |
| **23-065** | **12/12/22** | **01/04/23** | **Case Manager****$27,040.00 Per Annum.** | **ALTCS Program** |  |
| 23-066 | 12/12/22 | 12/29/22 | Transit DriverDOE | Nnee Bich’o Nii Program |  |
| 23-067 | 12/12/22 | 12/29/22 | CDL Transit DriverDOE | Nnee Bich’o Nii Program |  |
| **23-069** | **12/14/22** | **01/13/22** | **Administrative Assistant****$13.00 - $16.00 Per Hour** | **Department of Environmental Protection** |  |
| **23-070** | **12/14/22** | **01/13/22** | **Enforcement Officer****$40,000.00 - $50,000.00 Per Annum.** | **Department of Environmental Protection** |  |
| **23-071** | **12/21/22** | **01/03/22** | **Data-Entry Clerk****$13.00 Per Hour** | **Water Rights & Trust Fund Program** |  |
| **23-072** | **12/21/22** | **01/20/22** | **Natural Resources Planner****GS 5/7/9/ Equivalent** | **Forestry Program** |  |
| **23-073** | **12/21/22** | **01/20/22** | **Wildlife Biologist****DOE** | **Forestry Program** |  |
| **23-074** | **12/21/22** | **01/10/22** | **Accounts Payable Technician****DOE** | **Tribal Finance** |  |
| **23-075** | **12/28/22** | **01/20/23** | **Executive Assistant****DOE** | **Office of the Tribal Chairman** |  |

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