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 | 11/21/22  Certificate Issued |
| 23-003 | 10/01/22 | Open Continuous | Security Guard  DOE | Law Enforcement |  |
| 23-004 | 10/01/22 | Open  Continuous | Corrections Officer  $30,160.00 Per Annum. | Detention Center |  |
| 23-005 | 10/01/22 | Open  Continuous | Gaming Inspector  $14.47 - $16.67 Per Hour | Tribal Gaming  Commission | 12/15/22  Certificate Issued |
| 23-006 | 10/01/22 | Open  Continuous | Teacher Assistant  $10.00 Per Hour | Head Start  Program |  |
| 23-007 | 10/01/22 | Open  Continuous | Teacher  DOE | Head Start  Program |  |
| 23-008 | 10/01/22 | Open Continuous | Bus Driver/Custodian  $16.00 Per Hour | Head Start  Program |  |
| 23-009 | 10/01/22 | Open Continuous | Paramedic  DOE | Emergency  Medical Services |  |
| 23-010 | 10/01/22 | Open Continuous | Emergency Medical Technician  DOE | Emergency  Medical Services | 12/02/22  Certificate Issued |
| 23-011 | 10/01/22 | Open Continuous | Firefighter  DOE | Emergency  Medical Services |  |
| 23-012 | 10/01/22 | Open Continuous | NEMT Driver  DOE | Emergency  Medical Services | Selection Pending |
| 23-013 | 10/01/22 | Open Continuous | Firefighter I-II/EMT  DOE | Emergency Medical Services |  |
| 23-015 | 10/01/22 | Open Continuous | Forestry Aide  GS1 Equivalent | Forestry Program |  |
| 23-016 | 10/01/22 | Open Continuous | Backhoe Operator  DOE | Utility Construction | 11/28/22  Certificate Issued |
| 23-017 | 10/01/22 | Open Continuous | Laborer  DOE | Utility Construction |  |
| 23-018 | 10/01/22 | Open  Continuous | RTRL Crewmember  $25,434.00 - $37,121.00 Per Annum | Fire Management Program | 12/27/22  Certificate Issued |
| 23-023 | 10/11/22 | Open  Continuous | Custodian  DOE | Utility  Construction |  |

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Tao Etpison

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 Manager  DOE | 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 Manager  DOE | 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 | Paramedic  DOE | Emergency Medical Services |  |
| 21-073 | 06/21/21 | Open Until Filled | Mentor Coach  DOE | Head Start Program |  |
| 21-080 | 06/30/21 | Open Until Filled | P.H.E.P Coordinator  DOE | Dept. of Health & Human Services |  |
| 21-102 | 03/28/22 | Open Until Filled | Clinical Therapist  DOE | Wellness Center |  |
| 21-108 | 07/06/21 | Open Until Filled | Behavioral Health Technician (3)  DOE | Wellness Center | 12/06/22  Certificate Issued |
| 21-113 | 08/03/21 | Open Until Filled | Emergency Medical Technician (6)  DOE | Emergency Medical Services | 11/13/22  Certificate 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 Faculty  DOE | San Carlos Apache College | 09/15/22  Certificate Issued |
| 22-030 | 10/28/21 | Open Until Filled | Detective  $52,796.00-$63,352.00 Per Annum. | Law Enforcement | 9/02/22  Certificate Issued |
| 22-033 | 10/28/21 | Open Until Filled | Teacher (3)  DOE | Child Care Program | 10/25/22  Certificate Issued |
| 22-041 | 11/03/21 | Open Until Filled | Firefighter I-II/EMT  DOE | 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 Manager  DOE | Education Dept. |  |
| 22-064 | 01/14/22 | Open Until Filled | Job Placement & Training Manager  DOE | 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 Manager  DOE | Wellness Center | 12/06/22  Certificate Issued |
| 22-101 | 09/06/22 | Open Until Filled | Firefighter I-II  DOE | Emergency Medical Services |  |
| 22-103 | 06/07/22 | Open Until Filled | Game Ranger  DOE | 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 | 11/02/22  Certificate 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 Faculty  DOE | San Carlos Apache College |  |
| 23-045 | 11/14/22 | Open Until Filled | Dispatcher  DOE | Emergency Medical Services | 12/19/22  Certificate 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 Coordinator  DOE | Bylas Recreation Department |  |
| 23-054 | 12/06/22 | Open Until Filled | College Librarian/Library Coordinator  DOE | 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 Technician  DOE | Wellness Center |  |
| 23-068 | 12/13/22 | Open Until Filled | Geronimo Hotshot Senior Firefighter  Equivalent 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.**

**\*\*SELECTIONS MADE: Department has selected more than two (2) applicants.**

**\*\*SELECTIONS PENDING: HR Dept. is screening selected individual.**

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Terry Rambler

Tribal Chairman

Tao Etpison

Tribal Vice-Chairman

**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 | 12/19/22  Certificate Issued |
| 22-127 | 05/23/22 | 06/10/22 | Emergency Manager  DOE | Office Emergency Management | 06/13/22  Certificate 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 | 11/28/22  Certificate Issued |
| 23-035 | 11/02/22 | 11/22/22 | Correctional Surveillance Officer  $38,729.60 - $52,374.40 Per Annum. | Detention Center | 11/30/22  Certificate Issued |
| 23-037 | 11/07/22 | 11/21/22 | Finance Officer  DOE | Emergency Medical Services | 11/28/22  Certificate Issued |
| 23-038 | 11/08/22 | 11/29/22 | Community Health Representative  $12.00 Per Hour | C.H.R Program | 12/06/22  Certificate Issued |
| 23-039 | 11/09/22 | 11/18/22 | Office Coordinator  DOE | Bylas Administration | 11/28/22  Certificate Issued |
| 23-040 | 11/09/22 | 11/18/22 | Receptionist  $9.50 Per Hour | Bylas Administration | 11/28/22  Certificate Issued |
| 23-042 | 11/14/22 | 11/30/22 | Data Clerk  $31,200.00 Per Annum. | Law Enforcement | 12/06/22  Certificate 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 | 12/06/22  Certificate Issued |
| 23-047 | 11/21/22 | 12/12/22 | Fleet Support Specialist  DOE | Emergency Medical Services | 12/15/22  Certificate Issued |
| 23-051 | 12/01/22 | 12/14/22 | Water/Sewer Operator II  $14.00 Per Hour | Water Distribution Wastewater Treatment Facilities Program | 12/19/22  Certificate Issued |
| 23-052 | 12/02/22 | 12/16/22 | Site Supervisor  DOE | Wellness Center | 12/19/22  Certificate 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 | 12/27/22  Certificate 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 Driver  DOE | Nnee Bich’o Nii Program |  |
| 23-067 | 12/12/22 | 12/29/22 | CDL Transit Driver  DOE | 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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