



Job Openings - Tribal

As Of 4/24/2024

Job Title	More Info
Police Officer	<p>The Yavapai-Prescott Tribal Police Department, a progressive, professional and community based policing agency, is seeking a Police Officer. Must be AZ POST Certified and/or will be certified within 6 months. Will protect life and property through the enforcement of applicable Tribal, State and Federal laws and regulations. Full time patrol officer doing shift work with both traditional and non-traditional 48 hour per week schedule. Starting rate: \$23.87 - \$31.75/hour DOE+ medical benefits, paid vacation & holidays, 401K retirement plan and Arizona Public Safety Personnel Retirement System. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. Complete an application and submit with resume to Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled</p>
Accountant	<p>Responsibilities: Responsible for providing excellent customer service to local businesses. Prepares general ledger transactions, reconciliations and monthly reports. Prepares weekly deposits and posts to the general ledger. Processes petty cash requests and reconciles with the ledger. Collects and reviews business license applications, issues annual business licenses, updates license database. Requirements: Minimum of two (2) years of accounting education at the college level or trade school. Two (2) years' experience maintaining a complete double-entry set of accounting and supporting records required. Must obtain and renew, annually, Tribal and Arizona State Gaming certifications. Full-time, benefited position, starting rate \$18.27- \$24.31 hourly DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. <i>Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.</i> Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled.</p>
Project Manager	<p>Responsibilities: Manages and oversees capital projects and performs tasks required for the timely completion of Tribal capital improvements. Oversees and manages capital improvement projects and ensures that projects are delivered within budget, on schedule, and meet or exceed the scope of the contract. Provides plan review and ensures compliance with landlord's requirements for improvement projects on Tribal Trust lands and within Tribal-owned enterprises. Requirements: Must possess a High School Diploma or GED equivalent, (Associates Degree in Project Management or related field preferred). Minimum five (5) years' experience professional level construction management and contract administration. Knowledge of commercial and residential building requirements of the International Code Council. Full-time, excellent benefits, starting at \$45,134- \$60,029 annually DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. <i>Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.</i> Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.</p> <p>OPEN UNTIL FILLED.</p>

<p>Systems Support Technician</p>	<p>Responsibilities: The "first responder" for Help Desk support requests and responsible for ensuring end users receive support, maintenance and resolutions to desktop computing conditions in a timely and efficient manner. Working with senior MIS staff, this role will also participate in various projects related to network infrastructure, inventory, audio/video and life-cycle management of desktop systems, software and any related computing peripherals. Will field incoming technical support requests via telephone, e-mail and help desk software in a timely, professional and courteous manner. Provide analysis, diagnosis and implement corrective resolutions for errant desktop computing conditions, application errors and general computing support. Requirements: HS Diploma or GED. Any combination of A+/Net+/Security+ and/or MCP Certification(s) or a minimum of three (3) years experience working in desktop support or related technology field. Proficient knowledge of desktop computer hardware systems, printers and peripherals as well as Microsoft products including, but not limited to, Windows Operating Systems and Office 365 applications. Full-time, benefited position, \$20.10 - \$26.74 per hour DOE. Must pass a background check for a gaming license, drug test and be insurable under the Tribe's auto insurance carrier. The tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 East Merritt Street, Prescott, AZ 86301. Open until filled.</p>
<p>Academic Support Programs Manager</p>	<p>Responsibilities Administer the Tribe's academic support programs and provide assistance to individuals seeking to reach their educational goals from pre-school through higher education programs. Provide educational and vocational guidance to Tribal Members of all ages as required. Serve as liaison between schools, students, parents, tutors, and instructors and establishes and maintains collaborative working relationships. Assist with enrollment processing, registration, financial assistance programs, and course selection when possible. Assist Tribal Members in reaching their educational goals (i.e., K-12, GED and High School Diploma, higher education, or vocational training). Assure the Academic Support Programs are designed to broaden and enrich life experiences, social development, and interpersonal relationships of the participants. Requirements: Bachelor's Degree in Education, Higher Education or Educational Counseling. Minimum three years administrative experience which includes supervision of personnel, preparation of budgets, working with parents and children. Must obtain and maintain a food handler's card and be CPR and First Aid certified. Knowledge of Native American social and economic lifestyles is important and helpful; especially as related to youth. Full Time, benefited position, starting rate\$49,647 - \$66,031 annually DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. <i>Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.</i> Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled.</p>

<p>Director of Community Resources</p>	<p>Responsibilities: Direct the Social Services Department, Academic Support Programs, Youth Development Programs, Library and Wellness Center, and supports the Tribal General Manager (TGM) of the Yavapai-Prescott Indian Tribe. May assume the duties of the TGM in the TGM's absence. Provide reports on the status of the Social Services Department, Academic Support Programs, Youth Development Programs, Library and Wellness Center to the TGM and Board of Directors as required. Maintain a high degree of confidentiality; among other things, understands and follows the Tribe's Confidentiality and Management of Client Records Procedure and the Tribe's Law and Order Code provisions on confidentiality (e.g., Children's Code, Sec. 7.3(g)).</p> <p>Requirements: Bachelor's Degree in Public Administration or Human Services with minimum 5 years of supervisory experience. Masters' Degree in similar fields is preferred. Experience with Tribes, Federal, State or Local Government operations is preferred. Experience with grants and contracts is preferred. Must pass a background security check prior to employment with the Tribe for the Tribal and Arizona State Gaming Agency certifications. Full Time, benefited position, starting rate\$78,436 - \$104,319 annually DOE. The Tribe follows Indian Employment Preference Procedure which considers qualified applicants in this order: enrolled YPIT Tribal Members; applicants who are enrolled members of other Indian Tribes; all other qualified applicants. <i>Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.</i> Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301. Open until filled.</p>
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