



## Job Openings - Tribal As of 2025-03-20

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### On-the-Job Training Program Coordinator

**Responsibilities:** Planning, organizing and directing an on-the-job training program and associated activities for Tribal Member trainees. Will identify trainee vocational and career needs/interests and match trainees with relevant job experiences and career opportunities within Tribal departments or private sector businesses. Will coordinate development of training and/or academic programs, events and activities in conjunction with participating Tribal departments, private sector businesses and educational institutions as appropriate. Utilizing appropriate instruments, assesses trainees' vocational strengths, interests and personality for a best-fit work area.

**Requirements:** Bachelors Degree with course work in vocational counseling, occupational therapy or education OR an Associates Degree and five years' experience in vocational services. Experience with vocational program development and oversight required. Minimum two years supervisory experience. Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds required. Must possess exceptional interpersonal skills, with a focus on rapport building, listening and a willingness to share knowledge.

**3/4 Time (30-39 hours per week), benefited position, starting rate \$20.10 - \$26.74 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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

**Open until filled.**

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# Family Support Specialist

**Responsibilities:** Provides comprehensive case management services to children and families serviced by the Yavapai-Prescott Social Services. Will assist with services to families and ensure children's safety, protection and nurturance by providing client transport, program support, client education, mentoring and recordkeeping. Provides case management/other direct contact with client and/or family members to assist with implementation of family centered, strength-based case plan. Develops a case plan that addresses the client's personal as well as clinical goals and objectives and establishes realistic time frames to achieve those goals. Participates in Child and Family Team (CFT) meetings. Provides crisis services as necessary and may participate in the agency on-call system as assigned.

**Requirements:** Bachelor's Degree in Human Services and Behavioral Health field including, but not limited to Social Work, Psychology, Counseling and Education in similar fields with minimum three years of relevant experience. Experience with children, adolescents, families, Native Americans, disabled and/or handicapped preferred. Experience with Indian Child Welfare Act/Foster Care Policy a plus. Master's Degree preferred.

**Full-time, excellent benefits, starting at \$20.10 - \$26.74 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. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. **Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.**

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## Enterprise Staff Accountant

**Responsibilities:** Maintenance and accuracy of financial records for funds and accounts assigned. Prepares financial reports. Acts as a full-charge bookkeeper for the Tribal Enterprises assigned. Prepares necessary entries to complete month end, quarter end and year end processing to close the ledger on a timely basis. Prepares financial reports on a scheduled basis to provide accurate data to various levels of management. Processes accounts payable and accounts receivable.

**Requirements:** Associate's degree in Accounting or related field with minimum of six years accounting experience. Bachelor's degree preferred. Must have knowledge of property accounting, budgeting and cost control procedures. Excellent computer and accounting database skills.

**Full-time, benefited position, starting rate \$49,647 - \$66,031 annually DOE.**

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## Gaming Inspector

**Responsibilities:** To observe and report any threat to the Tribe's Assets in a fun, non-smoking Casino atmosphere. Must have a keen sense of observation of details and the ability to write a comprehensive report on any violations of relevant regulations/laws of the Gaming Operations. Will assist in protecting patrons and the gaming facilities from any illegal activity. On the job training is provided.

**Requirements:** High School Diploma or GED required. Must have computer knowledge of Windows, Microsoft Office, etc. Must be able to be on your feet for long periods of time.

**Full-time opening, 4-day 10-hour shift, excellent benefits. Opening available on 3rd shift with \$1.50 shift differential. Starting at \$16.61 - \$22.10 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. Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier. **Complete an application and submit to the Yavapai Gaming Commission Office, PO Box 10190, Prescott, AZ 86301.**

**Open until filled.**

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# Police Officer

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.**

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# Human Resources Analyst

**Responsibilities:** Performs a wide variety of complex professional level human resources work to include technical tracking, analysis and reporting in areas such as Employee Benefits/ACA, Leaves of Absence, Classification and Compensation, 401(k), Recruitment, Selection, Workers Compensation, Employee Relations and Workforce Development & Training. The Personnel Director will delegate duties to the Human Resource Analyst for coverage of the Department during an absence and for project management.

**Requirements:** Associates degree required. Bachelors' Degree and/or HR Certification preferred. Ability to make basic mathematical calculations and draw logical conclusions. Possess excellent oral and written communication skills. Handle multiple projects simultaneously and use good judgment in prioritizing work assignments. The ability to work independently and meet strict timelines. Establish and maintain courteous and respectful working relationships with employees, Tribal Members, and vendors. Will remain unbiased at all times. Will remain calm, cool, and collected at all times. Must have a working knowledge of office equipment and advanced computer skills in word processing, spreadsheets, and presentation software. Physically able to frequently lift, pull or push 15 lbs., occasionally lift, pull or push 25 lbs. Ability to sit/stand for extended periods. Ability to report to work on time and perform the duties of the job for an entire workday. Possess a valid Arizona Driver's License (upon hire) and be insurable under the Tribe's Auto Insurance Carrier. Must pass a pre-employment drug screening and adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment. Must pass a background security check prior to and during the course of employment with the Tribe in order to meet the Tribal State Compact and/or the Tribal Gaming Ordinance. Adhere to all Tribal Personnel Policies and procedures.

**Full-time, excellent benefits, starting at \$20.10 - \$26.74 per hour 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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.*

**NOTE: THIS IS NOT A REMOTE OPPORTUNITY. ALL WORK TO BE PERFORMED AT OUR PRESCOTT AZ LOCATION.**

**NOTE:** A completed, signed YPIT Employment Application **MUST** be submitted before being considered for an interview. **Resumes are welcomed but are not a substitute.** YPIT Employment Application is available for download at [Buckyscasino.com](http://Buckyscasino.com) under "Careers". Check "Tribal Business Office" specifying "Position Applying For". Complete, sign and save to your device. Kindly forward saved file as an email attachment addressed to [recruitment@ypit.com](mailto:recruitment@ypit.com) or submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott AZ 86301

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## Maintenance Worker

**Responsibilities:** Day porter duties and landscape maintenance of public grounds and buildings in the residential, community, industrial, commercial and other Tribal areas. Basic landscaping tasks, repair hazardous walkway conditions and removal of ice, snow in various locations. Bulk trash pickup. Building maintenance tasks to include paint, repair and general upkeep of non-residential buildings on the reservation.

**Requirements:** High School Diploma or GED equivalent. Must be 18 yrs of age or older. Must be physically able to perform the manual tasks that may be required such as: heavy lifting, operation of manual and/or power tools, climbing ladders, etc. Prefer prior knowledge of grounds keeping, construction, and maintenance work.

**Full-time, benefited position, \$16.61 - \$22.10 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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

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## Controller

**Responsibilities:** Controls organization activities concerned with the financial administration and general accounting including financial reporting, accounting policy, cash management, budgeting, fixed asset control, and Grant reporting for both the Tribal, Gaming, and Resort Operations and programs.

**Requirements:** Bachelor's Degree in Accounting or related field and a minimum of 5 years' experience in financial management as a supervisor. Must obtain and renew, annually, Tribal and Arizona State Gaming Agency certifications.

**Full-time, benefited position, \$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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

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## Construction Worker

**Responsibilities:** Assist with the construction, remodeling and/or repair of Tribal Facilities. Performs and assist with a variety of tasks in the building/construction area. The primary responsibilities will be **painting**, drywall and site preparation. May operate heavy equipment, such as backhoe, etc. Will use power and hand tools such as saws, drills, sanders, welders, etc. Responsible for clean-up of work area and tools. Performs other duties as assigned by the Construction Supervisor.

**Requirements:** High School Diploma or GED. Two (2) years' experience in the various facets of building and construction. Ability to operate heavy equipment such as a backhoe. Minimum two years' experience in **painting** as a residential or commercial Painter. Ability to read blueprints and experience in project material takeoff.

**Full-time, excellent benefits, \$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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

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## Probation / Compliance Officer

**Responsibilities:** Serves as Adult and Juvenile Probation/Release Officer, responsible for monitoring behavior of individuals on probation or released with conditions assigned by the Tribal Court. Services will be provided in accordance with all Tribal, State and Federal laws and regulations. Serves as the sex offender Compliance Officer along with ensuring the compliance of all active grants assigned to the Police Department.

**Requirements:** **Two years of college with experience in Behavioral Science, Criminal Justice and/or Child Protective Services or equivalent relevant work experience.** Must maintain a high degree of confidentiality, personal integrity and ethical behavior at all times. Knowledge of Federal, State, Local and Tribal laws relating to probation work and child protection. Knowledge of domestic violence, child protection issues and probation practices and procedures. Excellent verbal and written communication skills, to include report writing.

**Full-time, benefited position, \$20.10 - \$26.74** hourly DOE. *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 the Yavapai-Prescott Indian Tribe, Personnel Department 530 East Merritt Street, Prescott, AZ 86301.**

**Open until filled.**

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## Secretary

**Responsibilities:** Provides general secretarial and administrative support for the Administrative Office. Types letters, memos, forms and reports. Maintains correspondence, reports and files. Reviews, sorts and distributes mail. Processes Certified Mail and assists Staff with Fed-Ex, UPS and Courier Services. Assists with Employee and Community Events. Acts as back-up support for Office Administrator. Must maintain STRICT CONFIDENTIALITY.

**Requirements:** High School Diploma or GED. Minimum three (3) years experience in computer and office procedures. Proficient in the Windows Environment (Word, Excel, Outlook). Excellent communication skills a must. Strong organizational skills and exceptional Customer Service a must.

**Full-time, excellent benefits,** starting at \$15.22 - \$19.59 per hour 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. *Must pass a background check, drug test and be insurable under the Tribe's auto insurance carrier.* Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, AZ 86301.

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