Job Openings - Tribal
As of 2026-10-06

Librarian

Responsibilities: Provides the expertise required to maintain and operate all the functions of the Yavapai-Prescott Indian Tribal Library. Key responsibilities include curating culturally significant collections, managing daily library services, and collaborating with internal and external community programming.

Requirements: Bachelor's Degree or Library Technology Certificate with 3 years' experience operating a library plus 2 years supervisory experience. Familiarity with Native American literature and curriculum and knowledge of Native American social and economic lifestyles, preferred. Ability to interact and communicate in a friendly, helpful and respectful manner with all employees and Library patrons while ensuring that Library procedures are followed. Experience with grant proposals and grant management. Ability to build community trust to engage Tribal and Community Members in programming and events.

Full time, benefited position, $18.27-$24.31 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, 530 E Merritt, Prescott, AZ 86301.**

Open until filled.

Community Event & Wellness Program Assistant

Responsibilities: Assists in, planning, coordinating and implementing health, wellness, recreational and leisure activities and programs for Tribal and Community Members. Provides instructional support for the use of the equipment. Plan, organize and execute programs and activities for Tribal/Community Members including but not limited to Teen Group, Lunch n' Learn partnerships with the Youth Leadership Program. Plan, organize and execute large community events including but not limited to Pai Basketball tournaments, youth holiday parties, family events and sporting events for all ages. Assists in planning, organizing and executing the Summer Youth Work/Learn program. Mentor and encourage youth to see the value of education, training in order to broaden and enrich their life experiences. Research and implement new and innovative programs and activities that will stimulate participants' interest and participation.

Requirements*:* Must have High School Diploma or GED and two years' experience working in the health, wellness, or recreation field, plus one year working with youth. Must have, or obtain within one month of employment, a Food Handlers Card and CPR Certification. Must have or obtain within one (1) year of employment, certification as a personal trainer.

Full Time, benefited position, starting rate $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 with resume to Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

Open until filled

Assistant Controller

Responsibilities: Supports the Controller with activities concerned with the financial administration and general accounting including financial reporting, accounting policy, cash management, budgeting, fixed asset control and grant reporting for Tribal, Gaming and Resort Operations and programs. Will cover when Controller is absent and assists in solving problems encountered by the accounting staff. Prepares, publishes and monitors monthly closing schedules for the Accounting Department. Assists the Controller in the supervising of day-to-day accounting functions, to include payroll, accounts receivable, collections, revenue recognition according to GAAP, accounts payable, vendor contact, sales tax collections and audits, general ledger maintenance and accrual calculations, balance sheet account reconciliation for both Tribal and Gaming, fixed asset acquisitions and deletions, cash management and capital budgeting.

Minimum Requirements: Bachelors' Degree in Accounting or related field and a minimum of three years' experience in financial management as a supervisor. Knowledge of accounting software programs used to create and illustrate complex financial reports to include skill in gathering and querying data, compiling information and report preparation. Experience with Tribes, Federal, State or Local Government operations is preferred. Experience with grants, contracts and gaming operations is preferred.

Full-time, benefited position, starting salary $66,081 - $87,887 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. Must obtain and renew every two years, Tribal and Arizona State Gaming Agency certifications. Complete an application and submit with resume to the Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301.

Open until filled.

Police Officer

Responsibilities: Will protect life and property through the enforcement of applicable Tribal, State and Federal laws and regulations. Work is performed in accordance with departmental and Tribal policies, procedures and regulations. Duties require exercise of initiative and independent judgment in routine and emergency situations involving exposure to potential injury or loss of life. Work is subject to rotating shifts assignments, irregular hours, holiday assignments and on-call status. Community Oriented Policing tasks are emphasized.

Requirements: Must have a High School Diploma or GED equivalent. Must be AZPOST certified and/or will be certified within 6 months of hire or be making significant progress toward obtaining certification. Required to or have successfully completed the BIA approved Indian Country Law and Jurisdiction training course. Must have a valid Arizona's Driver's License and be insurable under the Tribe's Auto Insurance Carrier, pass a background check, pre-employment drug screening, physical, psychological, financial and polygraph exams.

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.

Administrative Assistant - YGC

Responsibilities: This position will provide clerical and administrative support to all departments of the Tribal Gaming Office (TGO), including assisting walk-in visitors, notary services, set up conference rooms for meetings and gatherings, update TGO binders, and other front office duties. Will inventory, order, maintain office supplies, make travel arrangements for all TGO staff, report vendor problems, maintain TGO petty cash, make pickups and deliveries as needed.

Requirements: Must Have a High School Diploma or GED. Must maintain a high degree of confidentiality. Must be self-reliant and capable of working independently as appropriate or necessary. Must have critical thinking and time management skills. Must be computer literate and proficient with Microsoft Office. Must have the ability to meet deadlines and prioritize tasks. Prefer three years' administrative experience.

Three quarter time schedule (30-39 hours per week), non-exempt, excellent benefits, starting rate: $18.27 - $24.31/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 have a valid Arizona driver's license, pass a background check, drug test, and be insurable under the Tribe's auto insurance carrier. Must pass a background security check prior to and during the course of employment with the Tribe for the Tribal and Arizona State Gaming Agency certifications. **Complete an application and submit to the Yavapai Gaming Commission Office, PO Box 10190, Prescott, AZ 86301 or drop of at 305 S. Heather Heights, Prescott, AZ 86301.**

Open until filled.

Construction Painter Worker

Responsibilities: Painting, remodeling and or assist with the construction, repair of Tribal Facilities. The position will require the following essential functions: application of paint and other finishes to a variety of surfaces, drywall repair, communicating and planning with department supervisor to determine painting requirements, survey building and painting sites, review work orders from department supervisor and determine work plans and requirements, removing the old finish properly, mixing and matching paint, stain, and other finishes, tracking and maintaining inventory supplies, providing estimates for time and materials for each project, removing and reinstalling fixtures, preparing surfaces by washing, filling holes and cracks, and sanding, setting up proper ventilation, safety equipment and compliantly follows all safeguards, rules and regulations. Assistance with constructions tasks may include carpentry, plumbing, masonry, welding, electrical, site preparation and roofing.

Requirements: High School Diploma or GED. Two (2) years of painting experience. Skill in selecting and applying paint in associated products. Skill in applying coatings and/or caulking and completing repairs to exterior and interior surfaces. Ability to follow safety procedures. Able to perform the manual tasks that may be required such heavy lifting, operation of manual and/or power tools, climbing ladders, etc. Frequently lift, pull or push 50 lbs. occasionally lift, pull or push 70 lbs.

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.

Open until filled.

Internal Compliance Auditor

Responsibilities: Responsible for planning and conducting audits for the Yavapai Gaming Commission (YGC) to assess effectiveness of Class II and Class III gaming internal controls in each operation/regulatory departments, accuracy of financial/accounting records, and to ensure that the Tribe is the primary beneficiary of the gaming operations, and to assure that gaming is conducted fairly and honestly by both the operator and players.

Requirements: Must have a High School diploma or GED. Must be self-reliant and capable of working independently as appropriate or necessary. Must have critical thinking and time management skills. Must have 2 years or experience in a relevant field. Must be knowledgeable of business and management practices relating to the maintaining of accounts and other financial records. Must be knowledgeable of gaming practices, equipment and devices, including knowledge of all Class II and Class III games. Must have skills in preparing and maintaining reports and documentation necessary for regulatory audits. Must have skills in interpreting the Federal, State, YPIT's and other laws, rules, regulations, and policies as they pertain to gaming-related programs. Prefer bachelor's degree in accounting, finance, business management or closely related field and one or two years of experience in governmental accounting, public accounting and/or internal auditing.

Full-time, excellent benefits, **$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. Must pass a background check, drug test, and be insurable under the Tribe's auto insurance carrier. Must pass a background security check prior to and during the course of employment with the Tribe for the Tribal and Arizona State Gaming Agency certifications. **Complete an application and submit with resume to the Yavapai Gaming Commission Office, 305 S. Heather Heights, Prescott, AZ 86301**

OPEN UNTIL FILLED.

Retail Clerk

Responsibilities: Assist Store Manager to operate property in accordance with Yavpe Market's operating policies and procedures, maximize profitability and ensure high levels of customer satisfaction. Maintain positive, open communication and professional relationship with customers, vendors and project the appropriate professional image. Process payments thru Point-of-Sale system, cash handling, monitor/stock inventory and provide excellent customer service.

Requirements: Must possess a High School Diploma or GED equivalent. Experience with Smoke Shops and retail environment operations is preferred**.** Ability to stand for long periods of time. Availability to work on weekends and occasional holidays.

One full-time position is available, offering 40 hours per week with benefits. Additionally, one part-time position is available for 20-29 hours per week without benefits, starting rate $14.35 - $18.47 hourly DOE. Must pass 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, 530 E Merritt, Prescott, AZ 86301, or at the Yavpe Market at Frontier Village.

Open until filled.

Elder Care Assistant

Responsibilities: Develops activities for Tribal Elders including trips, excursions and activities, luncheons, Bingo, educational activities and cultural events. Transports Tribal Elders to appointments and events at the request of the Elders, including medical appointments out of the local area to other cities. Ensures that Tribal Elders are in contact with other people and engaged in social activities to prevent isolation and deterioration of quality of life and to maintain independent living in their own home. Provides homemaking services, such as cooking and housekeeping, arranges for other services as requested or needed by the Elder, coordinates and supports services with the Community Health Representative staff as needed. Basic duties include but are not limited to developing activities for Tribal Elders, maintaining frequent contact with Tribal Elders, listening to the requests and needs of the Elders and being alert to changes in an Elder's health and/or mental health needs.

Requirements: High School diploma or GED certificate and three (3) years' experience in the Elderly/Home Care field. Must have Food Handlers Card and be CPR Certified or complete within one (1) month of hiring. Must have a sense of responsibility, compassion, emotional stability and the ability to develop strong relationships with Tribal Elders. Experience working with Native American communities and knowledge of Native American social and economic lifestyles. Prefer someone knowledgeable of Yavapai culture

Three-Quarter Time (30-39 hours per week) Non-Exempt, $15.67 – $20.84 per hour DOE. 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.**

Open until filled.

Driver / Youth Activities Aide

Responsibilities: Will transport Tribal and Community Member children to and from local schools in a Tribal van and fulfills other transportation needs for the Tribal Academic Support Programs. Will also assist in the Youth Development Programs and perform clerical duties as assigned by the Academic Support Programs Manager.

Requirements: Must have a high school diploma or GED. Minimum three (3) years' experience in a customer service-related field. Experience driving and/or working with children is preferred.

Half-time, 20 hours per week, Paid Holidays and PTO, no other benefits, starting at $14.78 - $19.03 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.

Open until filled.