

PYRAMID LAKE PAIUTE TRIBE



Current Open Positions As of 01/09/2012

CUSTODIAL WORKER JA 12-02

Pyramid Lake Tribal Health Clinic, Nixon, Nevada

Performs routine custodial duties in Tribal buildings and adjacent grounds. Maintains a decent, safe and sanitary environment by keeping facilities clean and in orderly condition. Performs minor maintenance, transportation duties, and other duties as assigned. Salary: \$8.39 – \$8.82 Per Hr.; DOE; Full-time / 40 hours per week; Class Code 123, Grade 4, Step 1-3 DOE

Closes: 1/19/12

HUMAN RESOURCES ASSISTANT JA 12-03

Pyramid Lake Tribal Administration - Nixon, Nevada

Performs highly responsible support work including employee relations, recruitment and selection, classification, compensation, benefits administration and policy development. Maintains the security of a centralized records system. Represents the Human Resources department during the Manager's absence, assists and/or conducts conflict resolution and performs other related functions. Salary: \$13.02 – \$13.68 per hour; Full-time/40 hours per week; Class Code 334, Grade 13/ Step 1-3 Depending On Experience

Closes: 01/19/12

RANGER SUPERVISOR JA12-04

Pyramid Lake Paiute Reservation, Nixon, Nevada

Responsible for supervising all Tribal Ranger staff while maintaining and patrolling open range areas and designated recreational areas to assure that users have secured the necessary permits for their activities. Enforces hunting and fishing, camping, boating and day use regulations adopted by Tribal ordinance. Provides information and assistance to the public. \$29,857.37 – 31,368.90 Per Annum; Full-time; Class Code 429, Grade 15, Steps 1-3 Depending On Experience

Closes: 02/03/12

QUALITY ASSURANCE COORDINATOR JA12-05

Pyramid Lake Health Clinic, Nixon, Nevada

Designs, plans and implements a comprehensive quality assurance management and quality improvement program. The Quality Assurance (QA) Coordinator is responsible for overseeing the health Center's Quality Assurance and Improvement Program and Risk

Management activities. The QA Coordinator will oversee all accreditation activities. Collects and analyzes a variety of data to assess the quality and appropriateness of care and treatment of patients and to provide oversight in the allocation and utilization of agency resources. Salary: \$51,066.23 – 53,651.46 Per Annum; Full-time, Exempt; Class Code 356, Grade 26, Step 1-3 Depending On Experience

Closes: 02/10/12

CERTIFIED N.A. COUNSELOR JA11-59

Pyramid Lake Sumunumu Program, Nixon, Nevada

Under the supervision of a Licensed Drug and Alcohol Counselor, the intern will participate in a program to become a certified Native American Counselor/Intern. Counsels, guides and assists people with substance abuse related problems. Provides education awareness and explains the consequences of substance abuse. Salary: \$12.40 – \$13.03 Per hour; DOE; Full-time, 40 hrs per week. Class Code 318, Grade 12/ Step 1-3

Closes: OUF

ENTERPRISE MANAGER JA11-54

Pyramid Lake Paiute Tribe, Nixon, Nevada

Performs management functions for direction of a business, program, related personnel and fiscal activities in coordination with other Tribal Businesses. Maintains records and provides reports that are necessary to accurately portray the revenues and expenditures of the enterprise operations. Salary: \$41,995.20 – 44,116.80 Per Annum; Exempt; Full-Time, 40 hours/wk. Class Code 525, Grade 29, Step 1-3 Depending On Experience

Closes: OUF

CHILDCARE PROVIDER/SUPERVISOR JA11-68

Little Warrior Childcare Center, Nixon, Nevada

Directs the overall administration of the Child Care Center. Responsible for the supervision, care and education of children in the Child Care program. Supervises the development and implementation of classroom activities, cooperatively working with and supporting other staff, and assists with the general maintenance of program facilities to insure the health and safety of the children in the program. Promotes the delivery of quality child care services, participates in continuing education, and encourages parent/family

Pyramid Lake Paiute Tribe–Job Summary

interaction in center programs. Salary: \$10.20 – 10.72 per hour; Full-time 40 hrs. per week; Class Code 130, Grade 8, Step 1-3 Depending On Experience

Closes: OUF

CHILD CARE PROVIDER - ONCALL JA11-51

Nixon & Wadsworth Childcare Centers, Nevada

Responsible for the supervision, care and education of children in the Child Care program. Assists with the development and implementation of classroom activities, cooperatively working with and supporting other staff, and assists with the general maintenance of program facilities to insure the health and safety of the children in the program. Promotes the delivery of quality child care services, participates in continuing education, and encourages parent/family interaction in center programs. Salary: \$8.39 - \$8.81 per hour; DOE; Intermittent, On-call as needed; Class Code 112, Grade 4, Step 1-3

Closes: ONGOING

RETAIL CLERKS JA11-67

I-80 Smokeshop, Wadsworth, Nevada

Works as a clerk under the direct supervision from the Store Manager and Assistant Manager, is responsible to meet the needs of the customer. Responsible for all activity in the store during assigned shift. Ensures that the store meets company standards and that all employees comply with Tribal policies. Reviews grocery stock to avoid both overstocked and out of stocked conditions. Ensures merchandising procedures are implemented on a timely basis. Provides guidance and training to other Retail Clerks. Salary: \$8.39 – \$8.82 Per Hr.; DOE; Intermittent, On-call worker Must be available Sunday thru Saturday 5 am – 10 pm Class Code 123, Grade 4, Step 1-3 DOE

Closes: ONGOING

TO APPLY: Applications may be obtained on-line at www.plpt.nsn.us or from the Human Resources Office at the Tribal Administration Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 119/120 or www.plpt.nsn.us or hrrassistant@plpt.nsn.us

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.