



Job Openings - Tribal

As Of 5/1/2019

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. \$18.79-\$25.05/hour DOE + medical benefits, paid vacation & holidays, 401K retirement plan and Arizona Public Safety Personnel Retirement System. Complete an application and submit with resume to Yavapai-Prescott Indian Tribe, 530 E. Merritt, Prescott, AZ 86301 or you may apply on https://betterprescottjobs.com.</p> <p>Position open until filled.</p>
Human Resources Assistant	<p>Responsibilities: Performs work of moderate difficulty primarily for personnel and related work as required or assigned. Participates on applicant interview panels with departments; processes new employees and forms and does the same for those exiting. Assists with the preparation of the performance review forms. Process and enters employee job actions, benefits changes and employment data into the HRIS system. Process and review industrial injury claims and reports. GSA vehicle administration. Ensures compliance with FML. Provides general training support. Updates HR database with employee change requests and processes paperwork. Provides clerical and operational support to Human Resources staff. Interfaces with Gaming & Regulatory staff as needed to complete assigned tasks. Requirements: Must have a High School Diploma or GED. Excellent interpersonal and communication skills. Two years experience in the Personnel/Human Resource field. Must maintain a high degree of confidentiality. Must be a dependable, self-reliant individual capable of working independently. Preferred Requirements: Prefer Associates Degree in Business Management or related field. Prefer some experience with payroll/accounting. Knowledgeable and proficient in office administrative procedures, software and office equipment. Full-time position \$12.83-\$17.11/hour, DOE + medical benefits, paid vacation & holidays, 401K retirement plan. 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 or you may apply on https://betterprescottjobs.com.</p> <p>Closes May 8, 2019</p>

Retail Clerk

Retail Clerk - Assist Store employees to maximize profitability. Has a thorough understanding of Retail Store, works with the Store Manager to maintain the Yavpe Market's operating policies and procedures and to achieve financial objectives. Maintains positive, communicative and professional relationship with customers, vendors and to project a positive professional image. **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. Possess a valid Arizona Driver's License 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. **Half-Time Position 20-29 hours per week \$10.60 - \$14.14 hourly DOE. 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. You may also apply on <https://betterprescottjobs.com>.**

Closes May 15, 2019