

Quinault Indian Nation  
P.O. Box 189  
Taholah, WA 98587



Phone: 360-276-8211  
ext. 577 or 266  
Fax: 360-276-4191  
[charris@quinault.org](mailto:charris@quinault.org)  
[rbryson@quinault.org](mailto:rbryson@quinault.org)

[www.quinaultindiannation.com](http://www.quinaultindiannation.com)

## Job Openings: March 11, 2015

Applications and job descriptions are available by contacting Human Resources. Employment offers are conditional on passing drug test, criminal records, or background check. **The Nation supports Quinault Preference in all hiring.**

**A COMPLETED QIN APPLICATION must be received by close of business on the listed closing date for each position.**

**FISH CLIPPING** - A new fish clipping application must be completed for the season. **Supervisor: D Fielding**

**TREE PLANTING** A new tree planting application must be completed for 2015. **Supervisor: J Hargrove**



### **LEGAL SECRETARY 1 – CLOSE 04/10/15**

Perform administrative and support functions at the direction and delegation of the Legal Secretary II and Attorneys. Responsible for a broad scope of secretarial, clerical, and ministerial technical activities. Maintain confidentiality. **Must have: Associates of Arts degree in Legal Secretarial Science from an accredited college, OR certificate of completion from an accredited vocational institute; OR HS diploma/GED AND two years clerical typing or stenographic experience with at least one year secretarial experience.**  
**Supervisor: M Johnson**

### **MAINTENANCE TECH II (TAHOLAH) – CLOSE 03/13/15**

This position is stationed at the Police Department and Court House, and will perform semi-skilled work in construction, maintenance, and repair of buildings, facilities, grounds, and equipment. Other duties include Perform custodial assignments to maintain the cleanliness and care of facilities, buildings and grounds of the PD and Court House. **Must have HS diploma/GED, valid WA state driver's license, and 2 years experience as a Maintenance Tech I or equivalent combination of education and experience; and have custodial experience.** **Supervisor: R Shale**

### **SEASONAL QUEETS FISHERIES TECHS – CLOSE 03/20/15**

Fisheries Technical Support Section will be hiring up to 25 workers in Queets for trapping, tagging, and night seining of Coho smolts. Seasonal positions will work from March to July, 2014. First wave of hiring will take place 02/01/15, and applications will be accepted throughout the season to create a roster. Pay rate is \$11.00-\$13.30/hour DOQ, up to 40 hours/week. Desired qualifications include: enrolled Quinault tribal member, prior fisheries experience, valid driver's license, history of reliability, capable of strenuous activity, and willing to work a flexible schedule including nights and weekends. For more info, contact Larry Parker (360-962-3331) or Cheryl Charles (962-2051). Applications are available at the Taholah HR office, Queets tribal office, and Queets Fisheries building. **Supervisor: L Parker**

**TRIAGE NURSE – CLOSE 04/03/15**

Organize and provide nursing triage services, by telephone and face-to-face, for all patients requiring clinical services who do not have scheduled appointments. **Must have the following: WA state driver's license, be graduate of accredited school of nursing, RN (WA state) license, and have 2 years clinical experience as an RN, with 1 year of triage preferred but not required. Supervisor: P Baron**

**ATTORNEY GENERAL – NEXT REVIEW 04/10/15**

The Quinault Indian Nation is recruiting for an experienced federal Indian law practitioner to serve as the in-house Attorney General responsible for the provision of legal services and representation to the Quinault Tribal Government and its entities. This full-time position oversees the Office of the Attorney General, under the executive branch of the Quinault government. The Quinault Nation is a tribal member and Indian preference employer. **To apply, submit a completed application (available at [www.quinaultindiannation.com](http://www.quinaultindiannation.com)), cover letter, résumé, three (3) written references, and two (2) writing samples.** Supervisor: F Sharp

We always accept applications for the following on-call positions:	Receptionist	Senior Program Assistant/Cook*	Licensed CDL Drivers
	Custodian	Day Care/Head Start Aide/Cook*	*Valid food handler's required