

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-022	October 18, 2017	November 01, 2017
POSITION TITLE AND DEPARTMENT	SALARY	
Case Manager Prosecutor's Office	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Regular Full-time position. (non-exempt) (Grant funded position, term limited)
- Applicant will be subject to and pass a local/Tribal, State and Federal Background Check.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a Case Manager under the supervision of the Chief Prosecutor, the Case Manager will be responsible for creating, maintaining, tracking, updating and storing case files and juvenile records. The Case Manager will work closely with the legal assistant and child welfare prosecutor to maintain hard copy files and digital records of all juvenile offense, truancy and child welfare cases and shall be responsible for monthly reports. Shall receive court and law enforcement documentation and media files and review to determine how to compile information to create case files. Enter all complaints and documentation into database and update each file in its stage of court process. Utilize database information to create monthly reports. Redevelop a filing system that would work best for the juvenile caseload. Organize and track case files. Maintain case files ensuring file systems are secured and kept confidential. Update files as needed; determine which files are inactive, scan and preserve inactive files electronically. The Case Manager shall monitor deadlines such to ensure all required documentation and relevant information is available for Prosecutors. Shall type and create basic legal forms and correspondence as needed. Locate and develop case relevant information. Shall set up pre-trial conference for the prosecutor staff. Maintain and update court calendar related to juvenile cases. Perform administrative and legal tasks to enhance office effectiveness. Shall perform other duties as assigned.

### QUALIFICATION REQUIREMENTS:

#### TS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Business Administration or Criminal Justice or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in courts, law enforcement, detention, legal case file management or a combination of education and experience in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

Physical Requirement: Must be in good physical condition to perform lifting file boxes, up to twenty (20) pounds, and utilizing office equipment for extended periods of time.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of tribal codes, court system, legal procedures and their applications.
2. Knowledge of a personal computer and its applications such as Microsoft Office.
3. Knowledge of creating digital media files storage.
4. Knowledge of customer service and public relation practices and procedures.
5. Ability to communicate effectively with clients, staff and others.
6. Ability to exhibit excellent organization skills.
7. Ability to plan, organize and prepare required reports.
8. Ability to balance multiple activities and work under pressure.
9. Ability to work independently with strong sense of focus, task oriented with clear sense of boundaries.
10. Ability to maintain professionalism and a strict standard of confidentiality.
11. Ability to work independently with little supervision.

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**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**HUMAN RESOURCES OFFICE CLEARANCE:**

/s/Deidre Antonio  
Human Resources Specialist

October 13, 2017  
Date