



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT

Election Board Registrar (Election Judge)
Temporary, Non-exempt Position

Purpose: The Craig Tribal Association, a federally recognized tribe, is recruiting for Election Board Registrar (Election Judge) for the upcoming Tribal Council Elections. This position works under the direct supervision of the Tribal Administrator.

Duties:

- The Election Board Registrar, will be sworn in at the Tribal Council meeting.
- Certify Official Voters list
- Post Notice of Election
- Appoint 3 assistants
- Train assistants to count absentee ballots
- Count Ballots
- Assistance to voters
- Train assistants for election day procedures
- Post-election results
- Attend meeting to ratify the election results.

Minimum Qualifications:

- CTA Tribal Member
- 18 years of age
- Must have a high school diploma or GED.
- Current valid State of Alaska driver's license, able to be insured with CTA's insurance carrier.
- Cannot be a candidate for office.
- Cannot be related to any of the candidates for office.
- Ability to follow procedures within the Election Ordinance.

Pay Range: \$21/hr. - \$23/hr./DOE

Posted: January 23, 2025

Closing Date: Open until filled.

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PURSUANT TO P.L. 638, INDIAN PREFERENCE WILL APPLY.

Applications may be submitted to the tribal office at 505 Front Street, Craig, AK. Or submitted electronically to: tribal.admin@craigtribe.org



Craig Tribal Association
P.O. Box 828
Craig, AK 99921
Tel: 907-826-3996
Fax 907-826-2427

JOB Announcement
Bus Driver
On-Call, Non-Exempt

Purpose: The Craig Tribal Association is recruiting for an on-call bus driver for our Tribal Transit Program. The Bus driver will follow a planned bus route, making scheduled stops to pick up/drop off passengers. Collect fares and answers questions about the bus routes. Communicates with Transportation Manager of updates, traffic patterns or emergencies.

The Transit Driver will be directly accountable to the Transportation Manager and under the general supervision of the Tribal Administrator for the performance of assigned duties and responsibilities. This job is on-call, non-exempt.

Qualifications:

1. High School diploma or GED.
2. Valid Driver's license and insurable through the tribe's insurance carrier.
3. Ability to work in a team setting.
4. Ability to provide services and represent the organization directly to the general public.
5. Ability to maintain confidentiality regarding programs and clients.
6. Demonstrates dependability and judgement in performance and duties.
7. Must be able to regularly lift and/or move up to 50 pounds.

Salary Range: \$15.00-22.50/Hr. DOE

Posted: 1.23.25

Closing Date: Open until filled

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UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES AND PROCEDURES.

Applications may be emailed to: tribal.admin@craigtribe.org or brought to CTA Offices at 505 Front Street, Craig, Alaska.