

**Fred Nelson Jr.**  
**Chairman**



**Norma M. Contreras**  
**Treasurer**

**Wendy Schlater**  
**Vice-Chairwoman**

**LA JOLLA BAND OF LUISEÑO INDIANS**

**William C. Nelson II**  
**Council Member**

**22000 Hwy 76 \* Pauma Valley, CA. 92061**

**(760) 742-3771 \* Fax (760) 742-1704**

**Angela Miner**  
**Secretary**

**JOB ANNOUNCEMENT**

**Posted: April 11, 2019**

**Closing Date: Open Until Filled**

**Position: Ticket Taker**  
**Department: Campground**  
**Reports To: Manager/Assistant Manager**  
**Status: Seasonal**

**Job Summary:**

Under the direction of the Manager, employee will follow scheduled and unscheduled routines of campground policy and procedures. Employee will be required to check in and check out patrons to the Campground and RV park. Employee will be required to enforce Campground Rules and Tribal Laws pertaining to the tribe.

**Duties:**

1. Process ticket taking at front gate
2. Collect camping and RV admission
3. Help coordinate camping groups and R.V. reservations
4. Answer phone
5. Comply with Personnel Policies and Procedures.
6. Keep all areas clean.
7. Report any unattended campfires, report any suspicious activity.
8. Perform other duties as assigned

**Qualifications:**

1. Ability to work nights, weekends, holidays and split shifts.
2. Ability to work with minimal supervision.
3. Must have own transportation to and from work.
4. Courteous and pleasant attitude toward the public and coworkers.
5. Dedication to customer service.

6. Must have courteous telephone manners.
7. Dedication to the safety and well-being of customers and coworkers.

**Additional Requirements:**

1. Submit and pass a drug test
2. Obtain and hold a guard card
3. Possess a “we” attitude and commitment to team participation

Applications are available and should be submitted at the:

**La Jolla Tribal Office  
22000 Highway 76  
Pauma Valley, CA. 92061**

Or by mail to: [personnel@lajolla-nsn.gov](mailto:personnel@lajolla-nsn.gov)

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934 (25 USC 472), preference in filling this vacancy will be given to qualified Indian candidates who present proof of eligibility for Indian Preference. Verification on BIA Form 5-4432 or from Tribal ID card must be provided with the application. For purpose of this policy Indian/native American in defined as an enrolled member if a federally recognized tribe.

**Notice of Drug Free Workplace Requirements:** The La Jolla Band of Luiseño Indians is committed to maintaining a drug free working environment and to comply with the Drug-Free Workplace Act of 1998, 45CFR, part 76, subpart F. The interested candidate must be able to pass a drug-screening test and maintain a drug free and professional working environment.