

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
 P.O. Box 837 ~ Sells, Arizona 85634
 Phone: (520) 383-6540 ~ Fax: (520) 383-4676
 Website: www.tonation-nsn.gov



PLEASE POST

DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Department of Public Safety					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
Executive					
4300	Gaming Office	Gaming Inspection Project Assistant	<i>New, CR</i>	7/10/2015	\$ 26.99
4301	Gaming Office	Gaming License Coordinator	<i>New, CR</i>	7/10/2015	\$ 31.30
4302	Gaming Office	Gaming Inspector Supervisor (2)	<i>New, CR</i>	7/10/2015	\$ 83,348.00
4304	Gaming Office	Gaming Inspector Lead (2)	<i>New, CR</i>	7/10/2015	\$ 25.69
4306	Gaming Office	Gaming Inspector (15)	<i>New, CR</i>	7/10/2015	\$ 24.45
4321	Gaming Office	Regulatory Investigator	<i>New, CR</i>	7/10/2015	\$ 32.89
4322	Gaming Office	Gaming Compliance Auditor	<i>New, CR</i>	7/10/2015	\$ 65,111.00
4325	Gaming Office	Director of Gaming	<i>New</i>	7/13/2015	\$ 109,360.00

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**

If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTION PROJECT ASSISTANT

SALARY: \$26.99 PER HOUR, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, assists in providing regulatory oversight to the Tohono O'odham Nation's gaming operations by ensuring compliance with the Tribal Gaming Ordinance Regulations, Tribal/State Company and its appendices, Indian Gaming Regulatory Act (IGRA) by supporting compliance testing activities and maintenance of vital information, records management and gaming device inventory. This position assumes additional duties of a Gaming Inspector when required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Information Technology or closely related field and one year work experience in gaming inspection or compliance; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4301

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE COORDINATOR

SALARY: \$31.30 PER HOUR, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, performs quality assurance audits, investigations and reviews of licensing processes and adherence to procedures. The incumbent may be assigned to either potential and current employees; or vendors, principal owners and contractors providing services in accordance with Minimum Internal Control Standards (MICS) of the Nation's Gaming Ordinance, Regulations the Tribal-State Gaming Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC) as applicable laws governing the Tohono O'odham Nation gaming facilities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Criminal Justice or closely related field and two years' work experience in gaming or investigations; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4302

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR SUPERVISOR (2 positions)
SALARY: \$83,348.00, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by supervising personnel engaged in monitoring the gaming operations and facility. Ensures the gaming facility operates in accordance with the Tribal Gaming Ordinance, Regulations, Minimum Internal Control Standards (MICS), Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGCS) standards.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, or a closely related field and three years of work experience in casino operations or a regulatory environment; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years' supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4304

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR LEAD (2 positions)

SALARY: \$25.69 PER HOUR, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and assures the integrity of the Tohono O'odham Nation's gaming operations by overseeing of personnel engaged in monitoring the gaming operations and facility. Ensures compliance with tribal/state compact, gaming ordinance, tribal minimum internal controls, NIGC minimum internal controls standards (MIC's), and tribal regulations. Conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact and Gaming Ordinance. This position reports directly to the Chief Gaming Inspector or designee.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business, Accounting or closely related field and three years' work experience in gaming or investigations, or equivalent combination of training, education and work experience, which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4306

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR (15 positions)
SALARY: \$24.45 PER HOUR, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: Regulatory Investigator
SALARY: \$32.89 PER HOUR, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact, Gaming Ordinance, and other applicable laws governing the Tohono O'odham Nation gaming facilities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or closely related field and two years work experience in gaming or investigations, or equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4322

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING COMPLIANCE AUDITOR

SALARY: \$65,111.00, PLUS BENEFITS

OPENING DATE: July 10, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting, or closely related field and two years' work experience in auditing or gaming investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF GAMING
SALARY: \$109,360.00 PLUS BENEFITS

OPENING DATE: July 13, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, manages the staff and daily activities of the departments of the gaming office. Ensures Tohono O'odham's gaming facilities operate in accordance with the Tribal Gaming Ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Finance or closely related field and four years' work experience in a regulatory environment, or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
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