

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.

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Department of Public Safety					
4556	Tribal Employment Rights Office - Site: West Valley	TERO Compliance Officer	<i>Re-Advertised</i>	4/18/2016	\$ 22.15
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36
General Support Services					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00

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 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.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: (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, and clerical results, if required, 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.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells
Counselor II/Therapist
Recovery Coach

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challender at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

P O Box 3130
Sells AZ 85634
(520) 383-0790

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled

Pay: DOE

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

Sells District

P O Box 910
Sells AZ 85634
(520) 383-2281

Job Title: District Treasurer

Closing Date: Open Until Filled

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Chukut Kuk District

P O Box 278
Sells AZ 85634
Phone (520) 383-2080 Fax: (520) 383-5788
E-Mail: ckoffice@chukut-kuk.org

Job Title: Financial Analyst

Open Until Filled/For Immediate Hire

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at davita.com.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4556

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: TERO Compliance Officer
SALARY: \$22.15 HOURLY, PLUS BENEFITS

OPENING DATE: April 18, 2016

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: Non-Exempt

DEPARTMENT: DPS/Tribal Employment Rights Office

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, enforce the Tribal Employment Rights Ordinance No. 01-85 in the employment, training, contracting, and subcontracting that protects the rights of Native American Indians by eradicating employment discrimination.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Human Resources or related field and one year work experience in employment and training or equivalent combination of training and work experience that demonstrates the ability to perform the duties of the position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for 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.
- 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"