

# 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>Closing Date</u>	<u>FY17 Salary</u>
<b>Executive</b>					
5084	Law Enforcement - Site: West Valley	Police Officer	Lateral	Open Until Filled	\$ 24.98
5003	Gaming Office - Site: West Valley	Gaming Compliance Auditor	<b>CR</b>	Open Until Filled	\$ 66,518.00
5206	Gaming Office - Site: West Valley	Gaming Inspector	<b>NEW, CR</b>	Open Until Filled	\$ 24.98
5208	Gaming Office - Site: West Valley	Gaming Inspector	<b>NEW, CR</b>	Open Until Filled	\$ 24.98
5209	Gaming Office - Site: West Valley	Gaming Inspector	<b>NEW, CR</b>	Open Until Filled	\$ 24.98

**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(s).

**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.

**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 and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and 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) resume, 6) high school diploma, transcript of college courses, 7) May require a copy of Valid driver's license, 8) 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	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous