

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – November 01, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1103	Gaming	Administrative Assistant	Open Until Filled	\$14.15hr
General Support Services				
1000	Accounting	Accounting Specialist	Open Until Filled	\$15.62 hr
1002	Accounting	Senior Accountant	Open Until Filled	\$49,147.45
1003	Accounting	Principal Accountant	Open Until Filled	\$44,008.51
1005	Accounting	Administrative Assistant	Open Until Filled	\$14.15 hr
1054	Grants & Contracts	Accountant	Open Until Filled	\$40,884.67
1055	Grants & Contracts	Sr. Contract Specialist	Open Until Filled	\$49,147.45
1101	Accounting	Property & Supply Technician	Open Until Filled	\$14.15 hr
1031	Human Resources	Human Resources Analyst	Open Until Filled	\$39,406.91
1144	DoIT	Network Administrator	Open Until Filled	\$49,147.45 hr
1145-1147	DoIT	Systems Administrator (3)	Open Until Filled	\$49,147.45 hr
Department of Human Services				
1032	Health Transportation	Supervisor	Open Until Filled	\$35,286.46
1033/1034	Health Transportation – Site: Sells	Health Transportation Services Driver (2)	Open Until Filled	\$11.90 hr
1036	Health Transportation – Site: San Lucy	Health Transportation Services Driver	Open Until Filled	\$11.90 hr
1037-1041	Health Transportation – Site: Ak Chin	Health Transportation Services Driver (5)	Open Until Filled	\$11.90 hr
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
1012	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hr
1008-1011	HOPP	Fitness & Nutrition Specialist (4)	Open Until Filled	\$16.41 hr
1132	Community Health	Cancer Educator	Open Until Filled	\$39,406.91
1141	Management of Health - NEW	Administrative Assistant	Open Until Filled	\$14.15

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Education				
1105	One Stop Division	Job Developer	Open Until Filled	\$14.15 hr
1107	One Stop Division	Assttand Division Manager	Open Until Filled	\$39,406.91
Recreation – Site: Hickiwan				
1112		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1113		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1118		Lifeguard/ Water Safety Instructor	Open Until Filled	\$10.52 hr
1122		Recreation Aide	Open Until Filled	\$8.85 hr
1125		Facility Management Technician	Open Until Filled	\$10.26 hr
Recreation – Site: Menagers Dam				
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1111		Facility Management Technician	Open Until Filled	\$10.26 hr
1123		Recreation Aide	Open Until Filled	\$8.85 hr
Recreation – Site: Sells				
1117		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1152		Principal Lifeguard	Open Until Filled	\$11.05hr
1153		Building & Grounds Worker	Open Until Filled	\$9.53 hr
Recreation – Site: Pisinemo				
1115		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1119		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1121		Principal Lifeguard	Open Until Filled	\$11.05hr
1124		Recreation Aide	Open Until Filled	\$8.85 hr
1157	Vocational Rehabilitation- <i>NEW</i>	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hr

Planning and Economic Development

1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65, 979.02
Real Property Management - Site: San Simon				
1096		Facility Management Technician I	Open Until Filled	\$10.26 hr

Department of Natural Resources

1102	Solid Waste Management	Diesel/Hydraulic Mechanic	Open Until Filled	\$19.50 hr
1042-1046/ 1048	Solid Waste Management	Solid Waste Laborer (6)	November 05, 2010	\$11.05 hr

Department of Public Safety

1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	\$19.99 hr
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr
1142	Corrections	Corrections Building & Grounds Worker	Open Until Filled	\$12.51 hr

ATTENTION ALL APPLICANTS!!!

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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

FOR CLERICAL TESTING

Clerical testing is reserved for Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p. If applying for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. 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>	<u>FY11 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

At (520) 383-2202 or (520) 882-5057 (Tucson Line).



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: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: November 01, 2010

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: HHS/Management of Health

JOB LOCATION: Sells, Arizona

STATEMENT OF JOB: Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and may leads the work of assigned clerical and/or secretarial staff. This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. Three (3) years of experience working in a secretarial and/or administrative experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)

Typing 45 w.p.m. Grammar 55% Spelling 55% Math 55% Records Management 55%
 -- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete the scope of work.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must be willing to sign a confidentiality statement upon hire.

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) **current resume, three letters of reference and copy of valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

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JOB ANNOUNCEMENT

JOB TITLE: VOCATIONAL REHABILITATION SPECIALIST
SALARY: \$15.62 PER HOUR, PLUS BENEFITS

OPENING DATE: November 01, 2010

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: Education/Vocational Rehabilitation

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides vocational rehabilitation services to member of the Tohono O'odham Nation with disabilities through assessment, eligibility determination, individualized action plans, career counseling and academic guidance. The listed tasks are **ILLUSTRATIVE ONLY**, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associate's Degree in Social Services, Education, or related field plus one (1) year work experience in vocational rehabilitation or job placement;

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check

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