

PLEASE POST

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



Job Summary - April 20, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2015 Salary</u>
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Health and Human Services					
4231	Community Health Services/Home Health	Certified Nurses Assistant		4/13/2015	\$ 16.47
Department of Education					
4232	Recreation - Site: Sells	Facility Maintenance Manager	New	4/20/2015	\$ 66,739.00
4184	Recreation - San Xavier	Recreation Specialist		4/6/2015	\$ 12.87
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
Department of Natural Resources					
4234	Animal Control	Animal Control Officer	New	4/20/2015	\$ 18.18
4222	Well Maintenance	Well Maintenance Supervisor		3/30/2015	\$ 53,440.00
Department of Planning and Economic Development					
4156	Realty Office	Realty Specialist		3/16/2015	\$ 20.57

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 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.

OPEN CONTINUOUS RECRUITMENT

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

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

NEW - Position: Accounting Technician - Open: April 13 - May 01, 2015

Please contact the Sells District office at 520-383-2281 to apply.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

NEW - Position: Counselor II/Therapist - Site: Sells

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4232

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

JOB ANNOUNCEMENT

JOB TITLE: FACILITY MAINTENANCE MANAGER
SALARY: \$66,739.00, PLUS BENEFITS

OPENING DATE: April 20, 2015

CLOSING DATE: May 01, 2015

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: Dept. of Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, manages directs and coordinates the activities of facilities and ground maintenance. Supervises staff and coordinates major repairs, renovations, new facility projects and maintenance activities with other divisions and departments.

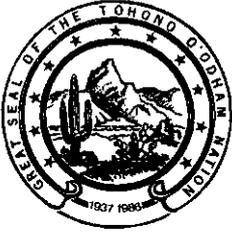
MINIMUM QUALIFICATIONS:

- Associates Degree in Facilities Maintenance or closely related field and four years' work experience in performing building maintenance repairs and overseeing large or multiple facilities, or an equivalent combination of training, education, and work experience with demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

—AND—

- Must have completed journey level in at least one recognized trade.
- 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.
- 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.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4234

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JOB ANNOUNCEMENT

JOB TITLE: **ANIMAL CONTROL OFFICER**
SALARY: **\$18.18 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 20, 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: Non-Exempt

DEPARTMENT: Natural Resources/**Animal Control**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of routine difficulty in enforcing the Tohono O'odham Nation's Code Title 17, Chapter 7 - Animal Control. Patrols and investigates animal control complaints involving vicious or inhumane animals domestic or wild.

MINIMUM QUALIFICATIONS:

- Associates degree in animal sciences, veterinary sciences or law enforcement; two years of work experience in animal care and management, regulatory or compliance enforcement of ordinances/statutes and public laws inclusive of investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- 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.
- Must pass an extensive law enforcement criminal background investigation prior to employment. Any criminal records history will disqualify applicant.
- 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"