

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 - May 27, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
General Support Services					
3623	Gaming Office	Gaming Inspection Project Assistant		5/19/2014	\$ 21.61
Membership Services					
3709	Enrollment	Enrollment Specialist		4/14/2014	\$ 11.66
Justice Programs					
3784	Advocate Program	Legal Secretary	<i>New, CL, CR</i>	5/27/2014	\$ 17.74
Department of Health and Human Services					
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	\$ 13.19
3695	Community Health	Nutrition Specialist	<i>CL</i>	1/21/2014	\$ 18.64
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	\$ 15.30
3777	Health Transportation - Site: Ak Chin	Transit Driver		5/5/2014	\$ 13.19
3778	Senior Services	Cook		5/5/2014	\$ 11.66
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3570	Behavioral Health	Behavioral Health Therapist	<i>CL</i>	5/12/2014	\$ 53,440.00
3658	Management of Health	Receptionist		5/19/2014	\$ 10.83
3758	Adult Protection Services	Family Preservation Specialist		5/19/2014	\$ 20.08
3727	Senior Services/ALTCs	Case Manager		5/19/2014	\$ 48,141.00
3783	Health Transportation - Site: Sells	Transit Dispatcher	<i>New</i>	5/27/2014	\$ 15.30
3785	Health Transportation - Site: San Xavier	Transit Driver	<i>New</i>	5/27/2014	\$ 13.20
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3771	Tohono O'odham Nation Youth Council	Youth Council Manager		5/12/2014	\$ 50,865.00
3684	Child Care Services/Early Childhood	Child Care Specialist		5/19/2014	\$ 9.57
Department of Natural Resources					
3534	Administration	Natural Resources Technician		5/5/2014	\$ 21.09
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	\$ 53,440.00
3604	Well Maintenance	Well Maintenance Technician		4/7/2014	\$ 15.68
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	<i>CL</i>	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	<i>CL</i>	3/17/2014	\$ 22.71
Department of Planning & Economic Development					
3624	Administration	Grant Writer Supervisor		4/7/2014	\$ 58,988.00
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

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.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please 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

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3784

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

JOB ANNOUNCEMENT

JOB TITLE: LEGAL SECRETARY

SALARY: \$15.30 - \$17.74* PER HOUR, PLUS BENEFITS

OPENING DATE: May 27, 2014

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. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Legal Secretary level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Advocate Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, enhances legal staff or attorney's effectiveness by performing a variety of administrative duties and tasks.

SCOPE OF WORK: To provide quality legal service to enrolled members of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associates Degree in Office Management, Paralegal or closely related field and two years' experience as a legal secretary; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this 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 type 50 WPM and demonstrate seventy percent proficiency in grammar, spelling, and math.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- 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.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3783

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

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DISPATCHER
SALARY: \$15.30 PER HOUR, PLUS BENEFITS

OPENING DATE: May 27, 2014

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: Health & Human Services/Health Transportation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- 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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3785

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

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER
SALARY: \$13.20 PER HOUR, PLUS BENEFITS

OPENING DATE: May 27, 2014

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: Health & Human Services/Health
Transportation**

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of 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 submit a 39-month driving record with the employment application.
- 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.

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