

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 - June 8, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Executive					
4254	Gaming - Site: Tucson	Financial Analyst		5/26/2015	\$ 79,332.00
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4264	Accounting	Office Specialist	New, CR	6/8/2015	\$ 12.87
4265	Accounting	Inventory Specialist	New	6/8/2015	\$ 14.20
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
4043	Facility Management	Maintenance Technician		6/1/2015	\$ 12.25
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Health and Human Services					
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4258	Child Welfare	Case Manager		6/1/2015	\$ 48,414.00
Department of Education					
4077	Early Childhood/Head Start Site: Santa Rosa	Cook		6/1/2015	\$ 11.66
4250	Recreation - Site: Sells	Maintenance Technician		5/18/2015	\$ 12.25
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4261	Early Childhood/Head Start - Site: Sells	Home Base Teacher	NEW	6/8/2015	\$ 12.87
Department of Natural Resources					
4215	Solid Waste Management	Accounting Specialist		5/26/2015	\$ 17.74
4263	Solid Waste Management	Office Specialist	New, CR	6/8/2015	\$ 12.87
Department of Planning and Economic Development					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
Department of Public Safety					
4253	Law Enforcement	Cook, Senior		5/18/2015	\$ 14.20

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

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

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

4264

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

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: June 8, 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. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: Accounting services for the Nation: Accounts Receivable, Payroll, General Ledger, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting Services for the Nation's Programs, Districts and Government Branches.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 type 40 Words per minute and demonstrate 50% proficiency in grammar, spelling and math.
- 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

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

JOB ANNOUNCEMENT

JOB TITLE: INVENTORY SPECIALIST
SALARY: \$14.20 PER HOUR, PLUS BENEFITS

OPENING DATE: June 8, 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: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains accurate records of the quantity, type and value of supplies; prepares journal entries, monthly and year end closings, and fixed asset maintenance and general ledger reconciliations in accordance with the Tohono O'odham Nation's applicable policies and procedures. Occasionally operates a forklift.

SCOPE OF WORK: To maintain an accurate, effective and efficient inventory system while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and three years work experience in inventory, administrative, or warehouse, to include computerized inventory and accounting Systems; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain Forklift certification within 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.
- 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
HUMAN RESOURCES OFFICE

4261

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

JOB ANNOUNCEMENT

JOB TITLE: HOME BASE TEACHER
SALARY: \$12.87 PER HOUR, PLUS BENEFITS

OPENING DATE: June 8, 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: Education/Head Start

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides early childhood development and parent education to parents and guardians of home-based children throughout the Tohono O'odham Nation, where there is no existing center-based program.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and one year work experience in providing educational lessons to children, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must obtain a Food Handler's Card within three months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- Must be willing to enroll in Child Development Associate (CDA) courses to seek CDA Certification.
- Upon recommendation for hire a criminal background and finger print 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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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: June 08, 2015

CLOSING DATE: June 19, 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. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide secretarial assistance while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 type 40 Words per minute and demonstrate 50% proficiency in grammar, spelling and math.
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