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 23, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Executive					
3790	Gaming Office - Site: Tucson	Gaming Inspector	*CR*	6/16/2014	$ 19.58
3650	Executive Office	Office Specialist	*CL, CR*	6/16/2014	$ 12.87
General Support Services					
3800	Motor Pool	Fleet Mechanic		6/16/2014	$ 17.31
Membership Services					
3709	Enrollment	Enrollment Specialist	*CR*	4/14/2014	$ 11.66
3633	Election	Election Specialist	*New, CR*	6/23/2014	$ 11.66
Justice Programs					
3787	Office of Attorney General	Legal Secretary	*CL, CR*	6/2/2014	$ 17.74
3784	Advocate Program	Legal Secretary	*CL, CR*	5/27/2014	$ 17.74
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	$ 41,747.00
3593	Health Transportation - Site: San Lucy	Transit Driver		5/5/2014	$ 13.19
3783	Health Transportation - Site: Sells	Transit Dispatcher		5/27/2014	$ 15.30
3610	Health Transportation - Site: Sells	Transit Dispatcher		5/5/2014	$ 15.30
3778	Senior Services	Cook		5/5/2014	$ 11.66
3727	Senior Services/ALTCS	Case Manager		5/19/2014	$ 48,141.00
3793	Senior Services/ALTCS	Receptionist		6/9/2014	$ 10.83
3788	Community Health/HIV AIDS	Program Supervisor		6/9/2014	$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	$ 23.86
3792	Behavioral Health	Counselor, Senior	*CL*	6/9/2014	$ 22.15
3570	Behavioral Health	Behavioral Health Therapist	*CL*	5/12/2014	$ 53,440.00
3758	Adult Protection Services	Family Preservation Specialist		5/19/2014	$ 20.08
3689	Management of Health	Administrative Assistant	*CR*	6/9/2014	$ 14.92
3782	Management of Health	Program Development Manager		6/2/2014	$ 71,871.00
Department of Education					
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	$ 19.10
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	$ 14.92
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	$ 11.66
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		6/16/2014	$ 11.66
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		6/16/2014	$ 11.66
3769	Recreation - Al Jek	Water Safety Specialist (Occasional)		6/16/2014	$ 11.66
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		6/16/2014	$ 12.87
3764	Recreation - Al Jek	Principle Lifeguard (Occasional)		6/16/2014	$ 12.87
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	$ 12.87
3786	Education - Tohono O'odham Nation Youth Council	Youth Services Worker		6/2/2014	$ 9.11
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	$ 85,432.00
3724	Well Maintenance	Well Maintenance Supervisor		3/31/2014	$ 53,440.00
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	*CL*	1/21/2014	$ 70,118.00
Department of Public Safety					

CR=Clerical Required CL=Career Ladder

3748	Law Enforcement	Administrative Assistant, Senior	*CR*	6/9/2014	$	17.31
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

DEPARTMENT	POSITION (S)	CLOSING DATE
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.

Washington Federal Bank - Sells Banking Center

Position: Customer Service Representative - Part-Time

Please send resume to: Tucson.hr@washingtonfederal.com to apply.

or by mail

4788 E. Sunrise Dr, Tucson, AZ 85718

Attn: Rebecca Sanchez, Ref. job # 14-283

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: **ELECTION SPECIALIST**
SALARY: **$11.66 PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 23, 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. **Clerical testing is required.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/**Elections** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of clerical duties for the Tohono O'odham Nation's Election's Office, Election Board and assists with the Nation's election processes and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year administrative or secretarial work experience in public elections or vital records, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- 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 25 words per minute and demonstrate 45% proficiency in grammar, spelling and math.

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.