

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-nisn.gov



Job Summary -August 03, 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>
Executive					
4254	Gaming - Site: Tucson	Financial Analyst	<i>Re-Advertisement</i>	8/3/2015	\$ 79,332.00
4284	Hewel Ni'ok - Site: Covered Wells	Programming Coordinator, KOHN		7/15/2015	\$ 21.61
Department of Health and Human Services					
4225	Cancer Program	Health Education Specialist	<i>CL</i>	6/15/2015	\$ 40,729.00
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4147	Healthy O'odham Promotion Program	Health Education Specialist (2)	<i>CL</i>	7/13/2015	\$ 19.58
4056	Health Transportation Services - Site: San Lucy	Transit Driver (Occasional)		7/20/2015	\$ 13.19
Department of Education					
4141	Early Childhood - Site: Vaya Chin	Cook (Part-time)		6/29/2015	\$ 11.66
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	<i>CL</i>	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	<i>CL</i>	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	<i>CL</i>	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	<i>CL</i>	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4298	Early Childhood/Head Start Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
Membership Services					
4281	Enrollment	Enrollment Specialist	<i>CR</i>	7/20/2015	\$ 11.66
Department of Natural Resources					
4093	Natural Resources - Administration	Natural Resources Technician		7/27/2015	\$ 21.09
Department of Planning and Economic Development					
4156	Realty	Realty Specialist		7/6/2015	\$ 20.57
4296	PED/Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4285	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00

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DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Department of Public Safety					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<i>lateral</i>	6/22/2015	\$ 24.45
Executive					
4300	Gaming Office	Gaming Inspection Project Assistant	<i>CR</i>	7/10/2015	\$ 26.99
4301	Gaming Office	Gaming License Coordinator	<i>CR</i>	7/10/2015	\$ 31.30
4302	Gaming Office	Gaming Inspector Supervisor (2)	<i>CR</i>	7/10/2015	\$ 83,348.00
4304	Gaming Office	Gaming Inspector Lead (2)	<i>CR</i>	7/10/2015	\$ 25.69
4306	Gaming Office	Gaming Inspector (15)	<i>CR</i>	7/10/2015	\$ 24.45
4321	Gaming Office	Regulatory Investigator	<i>CR</i>	7/10/2015	\$ 32.89
4322	Gaming Office	Gaming Compliance Auditor	<i>CR</i>	7/10/2015	\$ 65,111.00
4325	Gaming Office	Director of Gaming		7/13/2015	\$ 109,360.00

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 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 (Recruit & Lateral)	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Behavioral Health Case Manager

Counselor II/Therapist

Recovery Coach

Enrollment Coordinator

Intake Clinician

Crisis Clinician

In-Home Support Specialist

High Acuity Placement Coordinator

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

San Xavier Allottees Association Inc.

325 East Vamori Street, Tucson AZ 85756

Office: 520-807-2121, 520-807-2222, Fax: 520-807-2626, Toll free: 1-855-807-2121

Positions - Site: San Xavier

Opening July 13, 2015 - Closing August 7, 2015

Community Liaison

Part-Time Accounting Clerk

Applications can be picked up at the SXAA Office or call to have an application mailed to you



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: FINANCIAL ANALYST
SALARY: \$79,332.00 PLUS BENEFITS

Re-Advertised

OPENING DATE: August 3, 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: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects assets of the Tohono O'odham Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Finance, and six years of financial experience in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports. Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- Four years supervisory experience.

—AND—

- Must be licensed by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before 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.

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.