

**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](http://www.tonation-nsn.gov)



## Job Summary - October 06, 2014

<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>
<b>General Support Services</b>					
4026	Accounting	Office Specialist	<b>CL, CR, NEW</b>	10/6/2014	\$ 12.87
4032	Accounting	Accounting Specialist	<b>NEW</b>	10/6/2014	\$ 17.74
4033	Accounting	Accounting Specialist	<b>NEW</b>	10/6/2014	\$ 17.74
4034	Accounting	Accounting Specialist	<b>NEW</b>	10/6/2014	\$ 17.74
<b>Justice Programs</b>					
4051	Advocate	Legal Secretary	<b>CL, CR</b>	9/2/2014	\$ 17.74
<b>Department of Education</b>					
4012	Recreation - Site: Sells	Administrative Assistant		9/29/2014	\$ 14.92
4014	Recreation - Site: Al Jek	Recreation Specialist		9/29/2014	\$ 12.87
4015	Recreation - Site: Sells	Recreation Aide		9/29/2014	\$ 11.10
<b>Department of Water Resources</b>					
4006	Water Resources	Chief Hydrologist	<b>CL</b>	1/21/2014	\$ 70,118.00

### 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**

4026

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: October 6, 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 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 perm 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"**



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**4032,**  
**4033,**  
**4034**

**JOB ANNOUNCEMENT**

**JOB TITLE: ACCOUNTING SPECIALIST**  
**SALARY: \$17.74 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 06, 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: GSS/Accounting**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, performs general accounting duties, which includes the processing and maintenance of general ledger records processes and accounts by processing all invoices payable by the Tohono O'odham Nation to ensure compliance with all nations disbursement policies, procedures, and guidelines.

**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 Nations' Programs, Districts, and Government Branches.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, 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.

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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