

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: www.tonation-nsn.gov



PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – October 18, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1103	Gaming - <i>NEW</i>	Administrative Assistant	Open Until Filled	\$14.15hr
1134	Prosecutor	Assistant Chief Prosecutor	Open Until Filled	\$85,373.41
General Support Services				
1000	Accounting - <i>NEW</i>	Accounting Specialist	Open Until Filled	\$15.62 hr
1001	Accounting	Payroll Technician	Open Until Filled	\$12.51 hr
1002	Accounting - <i>NEW</i>	Senior Accountant	Open Until Filled	\$49,147.45
1003	Accounting	Principal Accountant	Open Until Filled	\$44,008.51
1004	Accounting	Budget Analyst	Open Until Filled	\$40,884.67
1005	Accounting - <i>NEW</i>	Administrative Assistant	Open Until Filled	\$14.15 hr
1006	Accounting	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
1003	Accounting	Principal Accountant	Open Until Filled	\$44,008.52
1101	Accounting	Property & Supply Technician	Open Until Filled	\$14.15 hr
1130	Accounting	Accounting Clerk	Open Until Filled	\$10.26
1014	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
1031	Human Resources – <i>NEW</i>	Human Resources Analyst	Open Until Filled	\$39,406.91
1079	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hr
Department of Human Services				
1131	Adult Protective Services	Adult Protective Clinical Manager	Open Until Filled	\$63,594.24
1032	Health Transportation – <i>NEW</i>	Supervisor	Open Until Filled	\$35,286.46
1033/1034	Health Transportation – <i>NEW</i>	Site: Sells Health Transportation Services Driver (2)	Open Until Filled	\$11.90 hr
1036	Health Transportation – Site:	San Lucy Health Transportation Services Driver	Open Until Filled	\$11.90 hr
1037-1041	Health Transportation – Site:	Ak Chin Health Transportation Services Driver (5)	Open Until Filled	\$11.90 hr
1081	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91

1109	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
1012	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hr
1010	HOPP	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1100	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73

Department of Education

1105	One Stop Division – NEW	Job Developer	Open Until Filled	\$14.15 hr
1107	One Stop Division-NEW	Assistant Division Manager	Open Until Filled	\$39,406.91

Recreation – Site: Hickiwan

1112/1113		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1118		Life Guard/ Water Safety Instructor	Open Until Filled	\$10.52 hr
1122		Recreation Aide	Open Until Filled	\$8.85 hr
1125		Facility Management Technician	Open Until Filled	\$10.26 hr
1126		Receptionist	Open Until Filled	\$10.01 hr

Recreation – Site: Menagers Dam

1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open Until Filled	\$8.85 hr
1111		Facility Management Technician	Open Until Filled	\$10.26 hr

Recreation – Site: Pisinemo

1115		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1119/1121		Life Guard/ Water Safety Instructor	Open Until Filled	\$10.52 hr
1124		Recreation Aide	Open Until Filled	\$8.85 hr

Recreation – Site: Sells

1117		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1127		Receptionist	Open Until Filled	\$10.01 hr
1128		Building & Grounds Worker	Open Until Filled	\$9.53 hr
1133		Recreation Division Manager	Open Until Filled	\$52,902.63

1120 Recreation – Site: San Xavier

1129		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
		Building & Grounds Worker	Open Until Filled	\$9.53 hr

Planning and Economic Development

1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
1050	Roads Discretionary - NEW	Civil Engineer	Open Until Filled	\$65, 979.02

Department of Public Safety

1102	Natural Resources – NEW	Diesel/Hydraulic Mechanic	Open Until Filled	\$19.50 hr
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<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Public Safety				
1087	Fire	Secretary	Open Until Filled	\$11.33hr
1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	\$19.99 hr
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr

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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

FOR CLERICAL TESTING

Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p**. If applying for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. 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>	<u>FY11 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE
At (520) 383-2202 or (520) 882-5057 (Tucson Line).



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: ADMINISTRATIVE ASSISTANT

SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: October 18, 2010

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: Executive/**Gaming Office**

JOB LOCATION: Tucson, Arizona

STATEMENT OF JOB: Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and may lead the work of assigned clerical and/or secretarial staff. This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. Three (3) years administrative or secretarial experience
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)

Typing 45 w.p.m. Grammar 55% Spelling 55% Math 55% Records Management 55%

-- OR --

An equivalent combination of education and experience that demonstrates the knowledge or skills required to complete the scope of work.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must be willing to sign a confidentiality statement upon hire.
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).

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) **current resume, three letters of reference, MVR-39 months, and copy of valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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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: ACCOUNTING SPECIALIST
SALARY: \$15.62 PER HOUR, PLUS BENEFITS

OPENING DATE: October 18, 2010

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

STATEMENT OF JOB: Performs general accounting duties, which includes the processing and maintenance of general ledger records in accordance with established policies, procedures, and guidelines. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Two years work experience in accounting or bookkeeping

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) **current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: SENIOR ACCOUNTANT

SALARY: \$49,147.45, PLUS BENEFITS

OPENING DATE: October 18, 2010

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: GSS/Accounting

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides direction for the general ledger division by coordinating the production and presentation of financial information to management by researching and analyzing accounting data; Ensures compliance with generally accepted accounting principles and practices. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Accounting, Finance or related field
2. Three (3) years professional accounting experience
3. One (1) year of supervisory experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) **current resume, three (3) Letters of Reference, copy of Degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: October 18, 2010

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, Arizona

STATEMENT OF JOB: Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and may leads the work of assigned clerical and/or secretarial staff. This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. Three (3) years of experience working in a secretarial and/or administrative experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)

Typing 45 w.p.m. Grammar 55% Spelling 55% Math 55% Records Management 55%
-- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete the scope of work.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete and pass a background investigation and fingerprint check.
- Must be willing to sign a confidentiality statement upon hire.

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) **current resume, three letters of reference and copy of valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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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: HUMAN RESOURCES ANALYST

SALARY: \$39,406.91, PLUS BENEFITS

OPENING DATE: October 18, 2010

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/Human Resources Office

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures accurate job descriptions and wage and salary information for all Tohono O'odham Nation positions, and in accordance with established laws, regulations, policies and procedures. Assists in accomplishing the Human Resources Office's strategic objectives by performing administrative functions required to operate and maintain departmental activities and services. Maintains confidentiality of all privileged information. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

Associate's Degree in Human resources or related field plus three years human resources administrative or secretarial experience.

—OR—

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required completing the scope of work (**Equivalency may equal up to five (5) years of education, training and experience which demonstrates KSA's of this position.**)

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check.

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) current resume, three (3) letters of reference, copy of High School Diploma or transcripts and copy of valid drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation. **Please keep copies for your own reference.**

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JOB ANNOUNCEMENT

JOB TITLE: HEALTH TRANSPORTATION SERVICE SUPERVISOR
SALARY: \$35,286.46, PLUS BENEFITS

OPENING DATE: October 18, 2010

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: Health and Human Services/
 Health Transportation Services**

JOB LOCATION: Ak Chin, AZ

STATEMENT OF JOB: Accomplishes the Health Transportation Services Program's objectives by supervising the daily activities of Health Transportation Drivers, ensuring adequate staffing to meet patients' needs, routes or schedules. *The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.*

MINIMUM QUALIFICATIONS:

1. High School diploma or GED
2. plus three years work experience in related field,
3. with one year of driver scheduling;

—OR—

Equivalent combination of education and experience.

—AND—

- Certified in First Aid and CPR.
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: HEALTH TRANSPORTATION DRIVER (8 positions)
SALARY: \$11.90 PER HOUR, PLUS BENEFITS

OPENING DATE: October 18, 2010

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: HHS/Health Transportation

JOB LOCATION: Sells (2): 1033/1034

San Lucy (1): 1036

Ak Chin (5): 1037-1041

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire and be CPR Certified or complete basic CPR/First-Adie training within six (6) months of employment.

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) **current resume, three reference letters, MVR-39 months, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: **Job Developer**
SALARY: **\$14.15 per hour, plus benefits**

OPENING DATE: **October 18, 2010**

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/One Stop Division

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This position provides and assists youth and adults of the Tohono O'odham Nation in accessing services and resources by determining needs of employers and presenting opportunities available. Also, this position assists individuals with all barriers to employment and coordinates efforts with the employers in our area; some positions are assigned youth clients. Conducts community resource mapping; develops opportunities for permanent placement as well as work experience. The listed asks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associate's Degree in business or public administration or related field plus two years of experience in the employment field or closely related field.

-- OR--

Equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background investigation.
- Must be willing to sign a confidentiality statement upon hire.

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) **Current resume, three (3) letters of reference, and copy of Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Please keep copies for your own reference.

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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: ASSISTANT DIVISION MANAGER

SALARY: \$39,406.91, PLUS BENEFITS

OPENING DATE: October 18, 2010

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 5 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: Education/One Stop Division

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Perform duties of discretion and difficulty requiring proven knowledge and skills in human services, public relations, counseling techniques, case management methods, and reporting requirements through computer applications. This position requires community resource mapping and ensuring compliance in all program files to State and Federal regulations. This position is responsible for the administrative responsibilities for program compliance reports and accounting records. The listed tasks are **ILLUSTRATIVE ONLY**, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Bachelors Degree in a related field plus, two years experience in the employment field or closely related field. Candidates must possess strong oral and written communication skills.

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check

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) **three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: CIVIL ENGINEER
SALARY: \$65,979.02 PLUS BENEFITS

OPENING DATE: October 18, 2010

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: Planning & Economic Development/
 Roads Discretionary**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under direction, performs complex professional civil engineering work, which may include supervision of an engineering staff; and performs related work as required; analyzes and designs structures such as roads, bridges, public works facilities, stock water ponds (i.e. charcos), erosion control structures, flood control structures, water spreader dikes, and some irrigation projects. *The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.*

MINIMUM QUALIFICATIONS:

1) Bachelor's Degree in Civil Engineering or related field;

2) Plus five years' experience in civil transportation design of streets and roads, land development and surface water engineering work, to include, two years experience in government bidding processes and project management and supervision.

—AND—

- Must be a certified Professional Engineer
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: DIESEL/HYDRAULIC MECHANIC III
SALARY: \$19.50 P/HR, PLUS BENEFITS

OPENING DATE: October 18, 2010

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: Natural Resources/
Solid Waste Management Program**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures the safety and operation of the diesel and gasoline powered refuse trucks, pick-ups and heavy equipment used by the department by providing maintenance and repair services according to program policies, codes and regulations. Under general supervision performs as a lead worker in coordinating service of vehicles and workers. *The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.*

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED and five years of experience in the maintenance, repair and overhauling of automotive and heavy equipment mechanic;
2. at least three of the five years experience must have been at the journey level

—OR—

Equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) **current resume, three (3) Letters of Reference, copy of Degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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