

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 - October 20, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2014 Salary</u>
General Support Services					
4026	Accounting	Office Specialist	CL, CR	10/6/2014	\$ 12.87
4032	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
4033	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
4034	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
4036	Department of Information and Technology	PC Technician	CL, NEW	10/20/2014	\$ 19.10
Justice Programs					
4051	Advocate	Legal Secretary	CL, CR	9/2/2014	\$ 17.74
Department of Health and Human Services					
4062	Health Transportation - Site: San Simon	Transit Driver		8/18/2014	\$ 13.19
4060	Health Transportation - Site: Ak Chin	Transit Driver		8/18/2014	\$ 13.19
4018	Senior Services	Cook Aide		10/6/2014	\$ 9.11
4087	Family Assistant/Food Distribution Program	Commodity Delivery Worker	NEW	10/20/2014	\$ 12.87
Department of Education					
4012	Recreation - Site: Sells	Administrative Assistant		9/29/2014	\$ 14.92
4013	Recreation - Site: Hickiwan	Recreation Program Coordinator	NEW	10/20/2014	\$ 21.09
4014	Recreation - Site: Al Jek	Recreation Specialist		9/29/2014	\$ 12.87
Department of Water Resources					
4006	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist	NEW	10/20/2014	\$ 20.07
Department of Natural Resources					
4072	Wildlife and Vegetation Program	Biological Field Technician (OCC)	NEW	10/20/2014	\$ 10.56
Department of Public Safety					
4021	Law Enforcement- Police	Bureau Chief		10/13/2014	\$ 87,567.00
4083	Law Enforcement- Police	Program Manager		10/13/2014	\$ 61,974.00

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

4013

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

JOB ANNOUNCEMENT

JOB TITLE: RECREATION PROGRAM COORDINATOR

SALARY: \$21.09 PER HOUR, PLUS BENEFITS

OPENING DATE: October 20, 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: Dept. of Education/Recreation

JOB LOCATION: Hickiwan, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the program objectives by planning, organizing, and supervising all functions required to operate and maintain recreation center facilities, activities, and services. Ensures that viable recreation program services are provided effectively and efficiently to meet the needs of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Recreation Management, Sports Science or related field and four years work experience coordinating recreational programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- One year supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first 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.

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

JOB ANNOUNCEMENT

JOB TITLE: PC TECHNICIAN
SALARY: \$19.10 PER HOUR, PLUS BENEFITS

OPENING DATE: October 20, 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 PC Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Dept. of Information & Technology

JOB LOCATION: Sells & Tucson, AZ

POSITION SUMMARY: Under general supervision, investigates and resolves software and hardware problems of computer user by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Computer Science, Information Systems, and three years work experience in computer science, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess Comp TIA A+ 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: BIOLOGICAL FIELD TECHNICIAN (OCCASIONAL)
SALARY: \$10.56 PER HOUR

OPENING DATE: October 20, 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: Occasional (Not to exceed 800 hours)

HRS/WK: Non-Exempt

**DEPARTMENT: Natural Resources/Wildlife & Vegetation
Program**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in research, field and/or technical investigations and surveys, and statistical analyses and data interpretations; gathers data for a non-invasive detection study on jaguars in the Baboquivari Mountains on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma and six months work experience or studies in a biological/wildlife field, to include documenting, recording, and processing information, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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, incumbent may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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4073

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JOB ANNOUNCEMENT

JOB TITLE: ECONOMIC DEVELOPMENT SPECIALIST
SALARY: \$20.07 PER HOUR, PLUS BENEFITS

OPENING DATE: October 20, 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: Planning/Credit and Finance

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides economic development expertise and training to the members of the Tohono O'odham Nation (Nation) in the areas of business planning, business grants, or business education.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business or closely related field and four years work experience in economic development and new business planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- Must submit a 39-month driving record with the employment application.
- 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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4087

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

JOB ANNOUNCEMENT

JOB TITLE: Commodity Delivery Worker

SALARY: \$12.87 PER HOUR, PLUS BENEFITS

OPENING DATE: October 20, 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: HHS/Food Distribution Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, receives, stores, and delivers United States Department of Agriculture (USDA) commodities to low income families for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in warehouse or inventory field.

—AND—

- 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.
- Must submit a 39-month driving record with the employment application.
- 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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