

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

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



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**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY - March 23, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8304	Gaming Office	Administrative Assistant	Open Until Filled	\$14.15 hour
8351/8352	Gaming Office	Compliance Auditor (2)	Open Until Filled	\$42,417.85
8332	Executive	Administrative Assistant	Open Until Filled	\$14.15 hour
8346	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
8106	Veterans Affairs	Secretary	Open Until Filled	\$11.33 hour
<b>General Support Services</b>				
8180	Accounting	Assistant Controller	Open Until Filled	\$71,020.23
8163	Accounting	Payroll Technician	Open Until Filled	\$12.50 hour
8003	Attorney General	Legal Assistant	Open Until Filled	\$36,609.70
8356	Facility Management	Building and Grounds Worker	Open Until Filled	\$9.53 hour
8333	Facility Management	Facilities Maintenance Manager	Open Until Filled	\$56,944.72
8353	Facility Management	Office Support Worker	Open Until Filled	\$10.01 hour
8372	Human Resources— <i>NEW</i>	Human Resources/Insurance Technician	Open Until Filled	\$14.15 hour
8150	Human Resources	Insurance Manager	Open Until Filled	\$52,902.63
8105	Motor Pool— <i>RE-ADVERTISED</i>	Automotive Mechanic	Open Until Filled	\$14.50 hour
<b>Membership Services</b>				
8269	Hia-Ced O'odham Program	Administrative Secretary	Open Until Filled	\$12.51 hour
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
<b>Department of Human Services</b>				
8077	Behavioral Health	Billing Technician	Open Until Filled	\$12.82 hour
8070/8071	Behavioral Health	Counselor I (2)	Open Until Filled	\$13.80 hour
8268	Behavioral Health	Counselor III	Open Until Filled	\$18.95 hour
8341	Behavioral Health	Office Support Worker— <i>San Xavier</i>	Open Until Filled	\$10.01 hour
8115	Child Welfare	Child Welfare Division Administrator	Open Until Filled	\$63,594.24
8111/8112	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8164	Community Health	AHCCCS Billing Technician	Open Until Filled	\$12.82 hour
8169	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
8170-8172	Community Health	Home Health Nurse (3)	Open Until Filled	\$47,371.04
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
8279	Community Health	Family Resource Specialist	Open Until Filled	\$15.24 hour
8041	Family Assistance	Secretary	Open Until Filled	\$11.33 hour
8042/8043 8047	Health Transportation	Health Transportation Driver (3) (Occasional)	Open Until Filled	\$11.90 hour
8325	HOPP	Administrative Assistant	Open Until Filled	\$14.15 hour
8330	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hour
8331	HOPP	Clinical Director	Open Until Filled	\$63,594.24
8202	HOPP	Gym Attendant— <i>Al Jek</i>	Open Until Filled	\$11.61 hour
8329	HOPP	Gym Attendant— <i>North Komelik</i>	Open Until Filled	\$11.61 hour
8121	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hour
8215/8216	Senior Services	Client Services Specialist (2)	Open Until Filled	\$13.47 hour
8285	Senior Services	Caregivers Coordinator	Open Until Filled	\$14.15 hour
8302	Senior Services	Driver— <i>West Area Elder Centers</i>	Open Until Filled	\$11.61 hour
8078	Senior Services	Resource/Activities Coordinator	Open Until Filled	\$15.62 hour
8313	Senior Services	Secretary	Open Until Filled	\$11.33 hour
8312	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
8310/8311	Special Needs	Family Advocate Specialist (2)	Open Until Filled	\$32,781.73

Department of Education
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8314	Administration	Librarian	Open Until Filled	\$42,417.85
8345	Early Childhood	Accounting Technician	Open Until Filled	\$12.51 hour
8366	Early Childhood	Cook— <i>Sells</i>	Open Until Filled	\$10.52 hour
8344	Early Childhood	Education Specialist	Open Until Filled	\$16.01 hour
8348	Early Childhood	Home Visitor— <i>Sells</i>	Open Until Filled	\$10.52 hour
8349	Early Childhood	Home Visitor— <i>Gu Vo</i>	Open Until Filled	\$10.52 hour
8293	Early Childhood	Teacher – <i>Sells</i>	Open Until Filled	\$16.01 hour
8350	Early Childhood	Teacher Aide/Driver— <i>San Xavier</i>	Open Until Filled	\$11.61 hour
8298	Recreation	Principal Lifeguard – <i>Sells</i>	Open Until Filled	\$11.05 hour
8297	Recreation	Recreation Facility Coordinator – <i>Sells</i>	Open Until Filled	\$35,286.46
8266	Recreation	Division Manager for Recreation	Open Until Filled	\$52,902.63

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8259	Recreation	Recreation Aide – <i>Al Jek</i>	Open Until Filled	\$8.85 hour
8260	Recreation	Receptionist— <i>Hickiwan</i>	Open Until Filled	\$10.10 hour
8261	Recreation	Receptionist— <i>Al Jek</i>	Open Until Filled	\$10.10 hour
8343	Recreation	Recreation Facilities Coordinator- <i>Pisinemo</i>	Open Until Filled	\$35,286.46
8287	Recreation	LG/Water Safety Instructor – <i>Sells</i>	Open Until Filled	\$10.52 hour

Planning/Economic Development

8002	Administration	Secretary	Open Until Filled	\$11.33 hour
8140	Planning/Realty	Secretary	Open Until Filled	\$11.32 hour
8141	Planning/Realty	Realty Officer	Open Until Filled	\$56,944.72
8143	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
8059	Planning/Leasing Office	Accounting Technician	Open Until Filled	\$12.51 hour

Department of Natural Resources

8370	Cultural Center/Museum— <i>NEW</i>	Receptionist/Switchboard Operator	Open Until Filled	\$10.01 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
8361	Solid Waste Management	Automotive Mechanic	Open Until Filled	\$14.50 hour
8362-8364	Solid Waste Management	Solid Waste Laborer (Occasional) (3)	Open Until Filled	\$11.05 hour

Department of Water Resources

8030	Water Resources Study	Hydrologist	Open Until Filled	\$52,902.63
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Department of Public Safety

8357	Corrections	Corrections Specialist	Open Until Filled	\$18.56 hour
8278	Law Enforcement	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
8368	Law Enforcement— <i>NEW</i>	Public Safety Dispatcher	Open Until Filled	\$14.15 hour
8022	Tribal Employment Rights Office	Administrative Assistant	Open Until Filled	\$14.15 hour

## 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.

# OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY08 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	\$27,801.47-\$31,454.82
Fire Department	Firefighter Recruits	Open Continuous	\$30,918.72
"	Firefighter	Open Continuous	\$41,582.24
Wild land	Firefighter (Seasonal)	Open Continuous	\$14.86 hour
Child Welfare	Child Welfare Specialist	Open Continuous	\$37,982.57
Child Welfare	Family Preservation Specialist	Open Continuous	\$32,781.73
Child Welfare	Group Home Workers	Open Continuous	\$10.78 hour
Facility Management	Building & Grounds Worker	Open Continuous	\$9.53 hour
Health Transportation	Health Transportation Driver	Open Continuous	\$11.90 hour
ECHS	Teacher	Open Continuous	\$16.00 hour
ECHS	Teacher Aide	Open Continuous	\$10.52 hour
Recreation	Lifeguard/Water Safety Instructor	Open Continuous	\$10.52 hour
Recreation	Lifeguard/Youth Outreach Support	Open Continuous	\$10.52 hour
Recreation	Principal Lifeguard	Open Continuous	\$11.05 hour
Recreation	Recreation Aide	Open Continuous	\$8.85 hour

## CLERICAL ROSTER SERVES ALL DEPARTMENTS

Apply at Human Resources	Receptionists/Switchboard Operator	Open Continuous	\$10.01 hour
"	Office Support Worker*(CL)	Open Continuous	*\$9.07 - \$10.01 hour
"	Secretary *(CL)	Open Continuous	*\$9.76 - \$11.32 hour
"	Administrative Secretary	Open Continuous	\$12.50 hour
"	Administrative Assistant	Open Continuous	\$14.14 hour
"	Legal Secretary *(CL)	Open Continuous	*\$14.14 - \$16.40 hour

\*(CL) CAREER LADDER: If applicants do not meet minimum qualifications for an open position, the use of a career ladder may be considered. The Career Ladder is allowable for a position. A new employee will be placed and paid at a level commensurate with their skill level. As their skill level increases, so will their pay, until they meet the minimum qualifications for the position. At that time they will receive full pay for that 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 1:00p—4:00p and Thursdays 8:00a—12:00p. 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.

**TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**