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 – December 13, 2010

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1049	Advocate	Advocate Attorney II/Part-Time	Open Until Filled	$32.91 hr
1103	Gaming	Administrative Assistant	Open Until Filled	$14.15 hr
General Support Services				
1056	Facility Management	Facility Management Technician III	Open Until Filled	$14.50 hr
1055	Grants & Contracts	Sr. Contracts Specialist	December 17, 2010	$49,147.45
1031/1204	Human Resources	Human Resources Analyst (2)	Open Until Filled	$39,406.91
1083	Human Resources	Receptionist Switchboard Operator	Open Until Filled	$10.01 hr
1190	Property & Supply	Inventory Technician	Open Until Filled	$11.33 hr
Membership Services				
1185	Enrollment	Enrollment Clerk	Open Until Filled	$10.01 hr
1186	Enrollment	Records Clerk	Open Until Filled	$11.33 hr
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	$12.51 hr
Department of Human Services				
1209	Behavioral Health	Counselor II	Open Until Filled	$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	$40,884.67
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	$37,982.57
1032	Health Transportation	Health Transportation Supervisor	Open Until Filled	$35,286.46
1008-1011	HOPP	Fitness & Nutrition Specialist (4)	Open Until Filled	$16.41 hr
1171	Senior Services	Senior Services Manager	Open Until Filled	$49,147.45
Department of Education				
1007	Administration	Librarian	Open Until Filled	$42,417.85
1155	Early Childhood	Teacher Aide/Driver	Open Until Filled	$11.61 hr
1107	One Stop Division	Assistant Division Manager	Open Until Filled	$39,406.91

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1105	One Stop Division	Job Developer	Open Until Filled	$14.15 hr
	Recreation – Site: Hickiwan			
1188		Building and Grounds Worker	Open Until Filled	$9.53 hr
1125		Facility Management Technician I	Open Until Filled	$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
1112		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52hr
1122		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: Menagers Dam			
1111		Facility Management Technician I	Open Until Filled	$10.26 hr
1114		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 hr
1123		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: Pisinemo			
1167		Facility Management Technician I	Open Until Filled	$10.26 hr
1119		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
1121		Principal Lifeguard	Open Until Filled	$11.05 hr
1124		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open Until Filled	$11.05 hr
1194	T.O.N. Youth Council	Youth Services Worker	Open Until Filled	$9.07 hr
1157	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	$15.62 hr

Planning and Economic Development

1187	Administration	Building Inspector	Open Until Filled	$19.50 hr
1015	Realty	Realty Specialist	Open Until Filled	$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	$65,979.02
1097	Real Property Management	Secretary	Open Until Filled	$11.33 hr

Department of Natural Resources

1182/1183	Cultural Affairs – *NEW*	Cultural Affairs Technician (2)	Open Until Filled	$11.61 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 hr

Department of Public Safety

1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	$41,582.24

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

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
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: **CULTURAL AFFAIRS TECHNICIAN (2) Positions**
SALARY: **$11.61, PLUS BENEFITS**

OPENING DATE: **December 13, 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/Cultural Affairs JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Assists Manager and other staff in the assessment, collection and analysis of data related to cultural resources on the Tohono O'odham Nation and traditional-use lands. May be assigned to work general archaeological projects or on the implementation of the Native American Graves Protection and Repatriation Act (NAGPRA) or National Historic Preservation Act Section 106. May be required to attend National or Regional committee meetings. Completes cultural resource field inventories and prepares reports. May be assigned to monitor excavation of human remains or general construction or other ground disturbing projects.

MINIMUM QUALIFICATIONS:

1. Associate's degree in Archaeology, Anthropology, Native American Studies or two years related field and/or equivalent field and coursework experience.
2. One year of experience in doing field cultural resource surveys or working with NAGPRA and reburial issues.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (1) year.)
- Must successfully complete and pass a background investigation and fingerprint check

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Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place".