

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



**PLEASE POST**

**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY – March 1, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9248	Advocate	Advocate Attorney II	Open Until Filled	\$68,453.23
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9239	Gaming	Administrative Secretary	Open Until Filled	\$12.51 hour
9230	Gaming	Inspector Project Assistant	Open Until Filled	\$39,406.91
9270	Miss Tohono O'odham Nation Committee— <i>NEW</i>	Administrative Assistant	Open Until Filled	\$14.15 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
9183	Prosecutor	Criminal Investigator	Open Until Filled	\$40,884.67
9182	Prosecutor	Prosecutor II	Open Until Filled	\$68,453.23
<b>General Support Services</b>				
9023	DoIT	IT Project Manager	Open Until Filled	\$42,417.85
9203	DoIT	Lead Technician	Open Until Filled	\$18.56 hour
9243	DoIT	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9021	DoIT	Network Technician	Open Until Filled	\$19.99 hour
9022	DoIT	Purchasing Agent	Open Until Filled	\$37,982.57
9236	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
9244	Facility Management— <i>NEW</i>	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9181	Grants and Contracts	Administrative Assistant	Open Until Filled	\$14.15 hour
9221	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hour
<b>Membership Services</b>				
9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour
<b>Department of Human Services</b>				
9192/9193	Adult Protective	Group Home Worker (Occasional) (2)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9025	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9259	Child Welfare	Family Preservation Specialist	Open Until Filled	\$32,781.73
9217	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9257	Community Health— <i>NEW</i>	Community Health Services Manager	Open Until Filled	\$54,886.48
9128/9139	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$45,658.83
9142	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9098—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver (5)	Open Until Filled	\$11.90 hour
9258	Management of Health— <i>NEW</i>	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
9231	Management of Health	Project Administrator	Open Until Filled	\$59,080.15
9245	Management of Health/OVW	Project Coordinator	Open Until Filled	\$49,147.45
9246/9247	Management of Health/OVW	Victim Advocate (2)	Open Until Filled	\$34,011.04
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education
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9262	Head Start— <i>NEW</i>	Disabilities Specialist	Open Until Filled	\$16.01 hour
9261	Head Start— <i>NEW</i>	Receptionist	Open Until Filled	\$10.01 hour
9054 9049	Recreation—Site: Al Jek	Facility Management Technician I Principal Lifeguard	Open Until Filled Open Until Filled	\$10.26 hour \$11.05 hour
9108 9053 9050 9042 9039	Recreation—Site: Hickiwan	Building and Grounds Worker Facility Management Technician I Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support Recreation Aide	Open Until Filled Open Until Filled Open Until Filled Open Until Filled Open Until Filled	\$9.53 hour \$10.26 hour \$10.52 hour \$10.52 hour \$8.85 hour
9055	Recreation—Site: Pisinemo	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9051	Recreation—Site: San Xavier	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9052 9046/9048	Recreation—Site: Sells	Lifeguard (Water Safety Instructor) Lifeguard/Youth Outreach Support (2)	Open Until Filled Open Until Filled	\$10.52 hour \$10.52 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
<b>Planning/Economic Development</b>				
9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
9209	Planning/Realty	Land Acquisition Specialist	Open Until Filled	\$52,902.63
9212	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
<b>Department of Natural Resources</b>				
9249	Solid Waste	Solid Waste Laborer	Open Until Filled	\$11.05 hour
<b>Department of Public Safety</b>				
9200	Corrections	Corrections Support Specialist	Open Until Filled	\$14.50 hour
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9133	Law Enforcement	Financial Crimes Investigator	Open Until Filled	\$52,926.43
9234	Law Enforcement	Administrative Manager	Open Until Filled	\$50,990.48
9250	Office of Emergency Management	Training & Exercise Coordinator	Open Until Filled	\$52,902.63

## **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.

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

## OTHER EMPLOYER'S RECRUITMENT

### TOHONO O'ODHAM LEGISLATIVE BRANCH

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transcriber	Open Until Filled	\$27,195.00

Applications available at Legislative Administration Office, Sells, Arizona. For additional information contact Legislative Administration Office at (520) 383-2470.

### UNITED STATES CENSUS 2010

<u>Position</u>	<u>Salary</u>
Part-Time, Full-Time, Office and Field Positions	Competitive Wages

For more information contact **Darra Lorentine** at (520) 216-8122 or 1-866-861-2010. Website: [www.census.gov](http://www.census.gov).

### INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
In-Home Counselor	Open Until Filled	F/T, On-Call, DOE

For additional information contact Jan Smith, Intermountain Human Resources at (520) 721-1887 extension 5208 or 5207. Website: [www.ichd.net](http://www.ichd.net)



## 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: **March 1, 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/**Miss Tohono O'odham Nation Committee** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. 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. Plus three (3) years administrative or secretarial experience

—OR—

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

—AND—

- Clerical skills (applicant must be tested or provide a certificate indicating skills level from the Career Center or other approved school or agency)  
Typing 45 wpm Grammar 55% Spelling 55% Math 55% Records Management 55%
- 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 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.

**Please keep copies for your own reference.**

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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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: BUILDING AND GROUNDS WORKER**

**SALARY: \$9.53 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 1, 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/Facility Management**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices of the Tohono O'odham Nation. 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 six (6) months custodial services 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 Diploma 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: COMMUNITY HEALTH SERVICES MANAGER**

**SALARY: \$54,886.48, PLUS BENEFITS**

**OPENING DATE: March 1, 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: HHS/Community Health**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Accomplishes the Community Health Service's strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services of the division. Ensures Tohono O'odham Community Health Services Division operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol. 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 Health or closely related field
2. Plus five (5) years progressive experience in providing community health services

—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 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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## TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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### JOB ANNOUNCEMENT

JOB TITLE: **DOMESTIC VIOLENCE PROJECT MANAGER**

SALARY: **\$50,990.48, PLUS BENEFITS**

OPENING DATE: **March 1, 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: HHS/**Community Health**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provide the necessary leadership to develop and maintain a tribal service system for women who have experienced domestic violence on the Tohono O'odham Nation. Coordinate with other tribal and non-tribal partners, in order to develop a support responsive system. Supervise staff members who provide family violence crisis intervention and prevention services. 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 Health, Social Worker, or related field
2. Plus three (3) years work experience in domestic violence or behavioral health counseling and/or management including administration
3. One (1) year 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 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: **DISABILITIES SPECIALIST**  
SALARY: **\$16.01 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 1, 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/**Head Start**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information and instruction on the regulations and policies that govern the Division of Early Childhood Development Disability Program. Manages internal and external resources in order to disseminate information regarding educational services and assistance. Designs and implements training modules for staff, personnel, and the parents associated with DECD Disability Program. 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. Associate's Degree in Special Education
2. Plus two (2) years of administrative experience

—OR—

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

—AND—

- Current State of Arizona Teaching certificate
- Early Childhood Education certification required
- Must satisfy health requirements as defined by the federal program standards
- 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
- 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, 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: RECEPTIONIST**  
**SALARY: \$10.01 PER HOUR, PLUS BENEFITS**

**OPENING DATE: March 1, 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/Head Start**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Operates PBX or multi-line telephone system to answer incoming calls and directs callers and visitors to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. 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:**

High School Diploma or GED  
 Plus six (6) months related 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 Diploma 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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