

PLEASE POST

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



Job Summary -- October 10, 2011

| <u>HR 210</u> | <u>Department/Program</u> | <u>Position</u> | <u>Note</u> | <u>Opening Date</u> | <u>Closing Date</u> | <u>FY 2012 Salary</u> |
|--|--------------------------------|-----------------------------------|---------------|---------------------|---------------------|-----------------------|
| Executive Office | | | | | | |
| 2038 | Executive | Legal Assistant | *CR | | OUF | \$ 36,609.70 |
| 2039 | Executive | Administrative Assistant | NEW | 10/10/2011 | OUF | \$ 14.15 |
| General Support Services | | | | | | |
| 2071 | Accounting | Payroll Specialist | NEW | 10/10/2011 | OUF | \$ 16.82 |
| 2074 | Accounting | Payroll Technician | NEW | 10/10/2011 | OUF | \$ 12.51 |
| 2077 | Accounting | Purchasing Agent | NEW *CL | 10/10/2011 | OUF | \$ 18.27 |
| 2075 | Motor Pool | Secretary | NEW *CR **CL | 10/10/2011 | OUF | \$ 11.33 |
| 2079/2080 | Motor Pool | Automotive Mechanic | (2) positions | | OUF | \$ 14.50 |
| Membership Services | | | | | | |
| 2003 | Election | Election Clerk | *CR | | OUF | \$ 10.01 |
| 2004 | Hia-Ced O'odham | Project Coordinator | | | OUF | \$ 13.47 |
| 2005 | Hia-Ced O'odham | Administrative Secretary | *CR | | OUF | \$ 12.51 |
| 2002 | Enrollment | Records Clerk | *CR | | OUF | \$ 11.33 |
| Department of Planning and Economic Development | | | | | | |
| 2012 | Economic Development | Economic Development Specialist | | | OUF | \$ 44,008.51 |
| Department of Health and Human Services | | | | | | |
| 2026/2027 | Adult Protective Services | Group Home Worker (2) | Occassional | | OUF | \$ 10.78 |
| 2037 | MOH/SPF TIG | Administrative Assistant | | | OUF | \$ 14.15 |
| Department of Education | | | | | | |
| 2081 | Administration | Librarian | NEW | 10/10/2011 | OUF | \$ 42,417.85 |
| 2007 | One Stop | Program Specialist | | | OUF | \$ 13.47 |
| 2008 | One Stop | Training Delivery Supervisor | | | OUF | \$ 36,609.70 |
| 2022 | Recreation-Site: Hickiwan | Lifeguard/Water Safety Instructor | | | OUF | \$ 10.52 |
| 2016 | Recreation-Site: Hickiwan | Recreation Aide | | | OUF | \$ 8.85 |
| 2013 | Recreation-Site: Hickiwan | Recreation Facilities Coordinator | | | OUF | \$ 35,286.46 |
| 2018 | Recreation-Site: Manager's Dam | Lifeguard/Youth Outreach Support | | | OUF | \$ 10.52 |
| 2017 | Recreation-Site: Manager's Dam | Recreation Aide | | | OUF | \$ 8.85 |
| 2020 | Recreation-Site: Pisinemo | Principle Lifeguard | | | OUF | \$ 11.05 |
| 2024 | Recreation-Site: Pisinemo | Facility Management Technician I | | | OUF | \$ 10.26 |
| 2015 | Recreation-Site: Pisinemo | Recreation Facilities Coordinator | | | OUF | \$ 35,286.46 |

*CR=Clerical Required **CL=Career Ladder

OUF=Open Until Filled

| HR 210 | Department/Program | Position | Note | Opening Date | Closing Date | FY 2012 Salary |
|--|---------------------------------|-----------------------------------|----------|--------------|--------------|----------------|
| Department of Education - Continued | | | | | | |
| 2021 | Recreation-Site: San Xavier | Principle Lifeguard | | | OUF | \$ 11.05 |
| 2023 | Recreation-Site: Sells | Lifeguard/Water Safety Instructor | | | OUF | \$ 10.52 |
| Department of Natural Resources | | | | | | |
| 2055 | Solid Waste Management Program | Diesel/Hydraulic Mechanic III | *CL | | OUF | \$ 19.50 |
| Department of Public Safety | | | | | | |
| 2066 | Fire | Secretary | *CR **CL | | OUF | \$ 11.33 |
| 2049 | Law Enforcement | Administrative Assistant | *CR | | OUF | \$ 14.15 |
| 2010 | Tribal Employment Rights Office | Administrative Assistant | *CR | | OUF | \$ 14.15 |
| 2009 | Tribal Employment Rights Office | Compliance Officer | | | OUF | \$ 40,884.67 |

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 **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. 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>FY12 SALARY</u> |
|-------------------|---------------------------------|---------------------|------------------------|
| Police Department | Police Officer | Open Continuous | \$ 43,687.34 |
| Police Department | Ranger | Open Continuous | \$ 30,918.72 |
| Police Department | Public Safety Dispatcher * (CL) | Open Continuous | \$12.82 - \$14.15 p/hr |

OTHER EMPLOYER'S RECRUITMENT

| <u>Sunnyside Unified School District</u> | | |
|--|---------------------|---------------|
| <u>Position</u> | <u>Closing Date</u> | <u>Salary</u> |
| Secretary II | Open Until Filled | \$10.54 p/hr |

Must submit online application at www.susd12.org. For additional information contact Denia Ruiz: Phone (520) 545-2004

*CR=Clerical Required **CL=Career Ladder
OUF=Open Until Filled



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, PLUS BENEFITS

OPENING DATE: October 10, 2011

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/Executive

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative duties and tasks. Leads 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. Three years administrative or secretarial experience

—OR—

Equivalent combination of education 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
- Must be able to demonstrate clerical proficiency as follows:

Typing 45 wpm Grammar 55% Spelling 55% Math 55%

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, 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.

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.

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



2071

TOHONO O'DHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: Payroll Specialist
OPENING DATE: 10/10/2011

SALARY: \$16.82 per hour plus benefits
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: Temporary/Permanent
DEPARTMENT: GSS/Accounting

HRS/WK: Non-Exempt
JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, compiles and maintains payroll data for the bi-weekly processing and generation of the payroll of the Nation. Maintains confidentiality of payroll 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 demonstrated knowledge of payroll accounting
3. Three (3) years related work 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.
- Possess 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 letters of reference, copy of degree(s) 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.

Please keep copies for your own reference.

Preference in filling vacancies will be given to (1) qualified enrolled members of the Tohono O'odham Nation, (2) qualified enrolled members of other nation's or tribes, (3) other qualified 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
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: **PAYROLL TECHNICIAN**
SALARY: **\$12.51**

OPENING DATE: **October 10, 2011**

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: Under general supervision, compiles and maintains payroll data for the bi-weekly processing of payroll for the Nation. Maintains confidentiality of payroll 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 experience in payroll to include some data entry

—OR—

Equivalent combination of education 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 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 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.

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.

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: PURCHASING AGENT
OPENING DATE: 10-10-2011

SALARY: \$37,982.57 plus benefits
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
DEPARTMENT: GSS/Accounting

HRS/WK: Exempt
JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides equipment, materials and supplies to the Tohono O'odham Nation by coordinating the procurement of goods and services according to established policies and procedures. **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:

Bachelor's Degree in Business, Finance or related field plus two (2) years purchasing experience.

OR

An 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.

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. **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: SECRETARY
OPENING DATE: October 10, 2011

SALARY: \$9.77- \$11.33 per hour, plus benefits
CLOSING DATE: Open Until Filled

NOTE: *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 Secretary level is met. Clerical testing is required to determine appropriate level.

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
DEPARTMENT: GSS/Motor Pool

HRS/WK: Non-Exempt
JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical duties. 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. One (1) year of clerical 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
- Clerical skills: (**must be tested** or provide a certificate indicating skill level from an accredited business school or agency)
Typing 35 wpm Math 40% Grammar 40% Spelling 40%

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.

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. **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: **LIBRARIAN**
SALARY: **\$42,417.85, PLUS BENEFITS**

OPENING DATE: **October 10, 2011**

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: Education/**Administration**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Promotes knowledge and education to the Tohono O'odham Nation by accomplishing the Library's strategic objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and 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 Library Science or related field
2. Two years experience in library administration

—OR—

Equivalent combination of education 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 years).
- Must successfully complete a background and fingerprint check and 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, 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.

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.

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