

# 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

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



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**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY- January 20, 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
8085	Gaming Office	Legal Counsel	Open Until Filled	\$102,627.35
8211	Executive	Legal Assistant	Open Until Filled	\$36,609.70
8309	Prosecutor	Prosecutor* (Non-Attorney)	Open Until Filled	*\$36,609.70
8308	Prosecutor	Victim/Witness Program Specialist	Open Until Filled	\$37,982.57
8005	Treasurer's Office	Internal Auditor	Open Until Filled	\$49,147.45
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
8253	Grants & Contracts	Accountant – Accounts Receivable	Open Until Filled	\$40,884.67
8254	Grants & Contracts	Accounting Clerk	Open Until Filled	\$10.26 hour
8255	Grants & Contracts	Purchasing Technician	Open Until Filled	\$12.82 hour
8251/8252	Grants & Contracts	Purchasing Agent (2)	Open Until Filled	\$37,982.57
8274	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
8105/8103 8319	Motor Pool	Automotive Mechanic (3)	Open Until Filled	\$14.50 hour
<b>Membership Services</b>				
8269	Hia-Ced O'odham Program	Administrative Secretary	Open Until Filled	\$12.51 hour
<b>Department of Human Services</b>				
8127	Administration	Administrative Assistant	Open Until Filled	\$14.15 hour
8117	Adult Protective Services	Adult Protective Administrator	Open Until Filled	\$63,594.24
8118	Adult Protective Services	Administrative Assistant	Open Until Filled	\$14.15 hour
8119	Adult Protective Services	Receptionist	Open Until Filled	\$10.01 hour
8076/8077	Behavioral Health	Billing Technician (2)	Open Until Filled	\$12.82 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8070/8071	Behavioral Health	Counselor I (2)	Open Until Filled	\$13.80 hour
8268	Behavioral Health	Counselor III	Open Until Filled	\$18.95 hour
8115	Child Welfare	Child Welfare Division Administrator	Open Until Filled	\$63,594.24
8213	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
8110	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
8111/8112	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73
8164	Community Health	AHCCCS Billing Technician	Open Until Filled	\$12.82 hour
8173	Community Health	Driver (O'odham in Mexico)	Open Until Filled	\$11.61 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
8166/8167 8168/8280	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
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
8035	Family Assistance	Administrative Secretary	Open Until Filled	\$12.50 hour
8318	Health Transportation— <i>NEW</i>	Health Transportation Driver	Open Until Filled	\$11.90 hour
8202	HOPP	Gym Attendant – <i>Al Jek</i>	Open Until Filled	\$11.61 hour
8121	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hour
8124	Management of Health	Program Development Manager	Open Until Filled	\$61,295.65
8131	Management of Health— Youth Suicide Prevention	Community Prevention Specialist	Open Until Filled	\$34,011.04
8004/8026 8229	Senior Services	ALTCS Case Manager (3)	Open Until Filled	\$37,982.57
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
8320	Senior Services— <i>NEW</i>	Case Manager	Open Until Filled	\$13.47 hour
8302	Senior Services	Driver—West Area Elder Centers	Open Until Filled	\$11.61 hour
8284	Senior Services	Elderly Program Supervisor	Open Until Filled	\$35,286.46
8078	Senior Services	Resource/Activities Coordinator	Open Until Filled	\$15.62 hour
8313	Senior Services— <i>NEW</i>	Secretary	Open Until Filled	\$11.33 hour
8208	Senior Services	Senior Services Aide (Part-Time)	Open Until Filled	\$8.22 hour
8312	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
8310/8311	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73
8264	Children's Group Home	Group Home Worker	Open Until Filled	\$10.78 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
<b>Department of Education</b>				
8265	Administration	Assistant Director	Open Until Filled	\$56,944.72
8314	Administration— <i>NEW</i>	Librarian	Open Until Filled	\$42,417.85
8228	Early Childhood	Center Coordinator	Open Until Filled	\$36,609.70
8293	Early Childhood	Teacher – <i>Sells</i>	Open Until Filled	\$16.01 hour
8294/8295	Early Childhood	Teacher Aide (2) - <i>Sells, &amp; N. Komelik</i>	Open Until Filled	\$10.52 hour
8296	Early Childhood	Facility Management Technician I – <i>Santa Rosa</i>	Open Until Filled	\$10.26 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
8259	Recreation	Recreation Aide – <i>Al Jek</i>	Open Until Filled	\$8.85 hour
8260/8261	Recreation	Receptionist – <i>Hickiwan, Al Jek</i>	Open Until Filled	\$10.10 hour
8287	Recreation	LG/Water Safety Instructor – <i>Sells</i>	Open Until Filled	\$10.52 hour
8257	Vocational Rehab.	Voc. Rehab. Technician	Open Until Filled	\$12.20 hour
<b>Planning/Economic Development</b>				
8017	Administration	Grant Writer Supervisor	Open Until Filled	\$50,990.48
8019	Administration	Planner I	Open Until Filled	\$39,406.91
8018	Administration	Planner Supervisor	Open Until Filled	\$63,594.24
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
8064	Planning/Leasing Office	Facility Management Technician I	Open Until Filled	\$10.26 hour
8063	Planning/Leasing Office	Facility Management Technician II	Open Until Filled	\$13.14 hour
8060	Planning/Leasing Office	HVAC Maintenance	Open Until Filled	\$18.56 hour
8120	Planning/San Simon Health Clinic Staff Housing Administration	Building and Grounds Worker	Open Until Filled	\$9.53 hour
8021	Planning/San Simon Health Clinic Staff Housing Administration	Facility Management Technician II	Open Until Filled	\$13.14 hour
<b>Department of Natural Resources</b>				
8024	Natural Resources	Natural Resources Technician	Open Until Filled	\$19.50 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
Department of Water Resources				
8030	Water Resources Study	Hydrologist	Open Until Filled	\$52,902.63
Department of Public Safety				
8196/8220	Law Enforcement	Administrative Assistant (2)	Open Until Filled	\$14.15 hour
8221	Law Enforcement	Administrative Manager	Open Until Filled	\$50,990.48
8223	Law Enforcement	Corrections Cook	Open Until Filled	\$12.82 hour
8190/8210 8193-8195	Law Enforcement	Corrections Officer (5)	Open Until Filled	\$17.24 hour
8278	Law Enforcement— <i>NEW</i>	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
8235/8238 8240/8243-8248	Law Enforcement	Police Officer (9)	Open Until Filled	\$21.00 hour
8182	Law Enforcement	Police Records Clerk Supervisor	Open Until Filled	\$15.24 hour
8233	Law Enforcement	Receptionist	Open Until Filled	\$10.01 hour
8022	Tribal Employment Rights Office	Administrative Assistant	Open Until Filled	\$14.15 hour
8025	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	\$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.

## 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 Monday thru Friday. If applying for any clerical positions please contact Serena Joaquin @ (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**

At (520) 383-2202 or (520) 882-5057 (Tucson Line).

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