

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 – January 25, 2010

| <u>HRO 210</u> | <u>DEPARTMENT</u> | <u>POSITION</u> | <u>CLOSING DATE</u> | <u>FY 2010 SALARY</u> |
|-------------------------------------|------------------------------------|--|---------------------|-----------------------|
| 9222/9229 | Gaming | Gaming Inspector (2) | Open Until Filled | \$17.24 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 |
| General Support Services | | | | |
| 9023 | DoIT— <i>RE-ADVERTISED</i> | IT Project Manager | Open Until Filled | \$42,417.85 |
| 9021 | DoIT— <i>RE-ADVERTISED</i> | Network Technician | Open Until Filled | \$19.99 hour |
| 9181 | Grants and Contracts | Administrative Assistant | Open Until Filled | \$14.15 hour |
| 9080 | Human Resources | Administrative Secretary | Open Until Filled | \$12.51 hour |
| 9221 | Human Resources | Human Resources Specialist | Open Until Filled | \$17.24 hour |
| Membership Services | | | | |
| 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 |
| Department of Human Services | | | | |
| 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 |
| 9005 | Behavioral Health | Counselor I | Open Until Filled | \$13.80 hour |
| 9172 | Behavioral Health | Medical Records Clerk | Open Until Filled | \$11.33 hour |
| 9008/9129 9140/9141 | Community Health | Community Health Representative (4) | Open Until Filled | \$13.47 hour |
| 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 |
| 9204 | Community Health/ Bio Terrorism | Public Health Preparedness Coordinator | Open Until Filled | \$56,944.72 |

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|-------------------------|-----------------------------|--|---------------------|-----------------------|
| 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 |
| 9202 | Management of Health | Prevention Division Manager | Open Until Filled | \$61,295.65 |
| 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 | | | | |
| 9213 | Early Childhood | Cook (Sells) | Open Until Filled | \$10.52 hour |
| 9216 | Early Childhood | Health Specialist (Sells) | Open Until Filled | \$16.01 hour |
| 9214 | Early Childhood | Teacher Aide (Sells) | Open Until Filled | \$10.52 hour |
| 9215 | Early Childhood | Teacher Aide/Driver (San Xavier) | Open Until Filled | \$11.61 hour |
| | Recreation—Site: Al Jek | | | |
| 9054 | | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| 9043/9044 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| 9049 | | Principal Lifeguard | Open Until Filled | \$9.53 hour |
| 9040 | | Receptionist | Open Until Filled | \$10.10 hour |
| | Recreation—Site: Hickiwan | | | |
| 9108 | | Building and Grounds Worker | Open Until Filled | \$9.53 hour |
| 9053 | | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| 9050 | | Lifeguard (Water Safety Instructor) | Open Until Filled | \$10.52 hour |
| 9042 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| 9039 | | Recreation Aide | Open Until Filled | \$8.85 hour |
| | Recreation—Site: Pisinemo | | | |
| 9055 | | Building and Grounds Worker | Open Until Filled | \$9.53 hour |
| | Recreation—Site: San Xavier | | | |
| 9051 | | Lifeguard (Water Safety Instructor)—NEW | Open Until Filled | \$10.52 hour |
| | Recreation—Site: Sells | | | |
| 9052 | | Lifeguard (Water Safety Instructor) | Open Until Filled | \$10.52 hour |
| 9046/9048 | | Lifeguard/Youth Outreach Support (2) | Open Until Filled | \$10.52 hour |
| 9037 | | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9178/9179 | Scholarship Fund | Education Assistance Specialist (2) | Open Until Filled | \$14.15 hour |
| 9205 | Scholarship Fund | Data Entry Technician | Open Until Filled | \$11.33 hour |
| 9057 | Vocational Rehab | Administrative Secretary | Open Until Filled | \$12.51 hour |
| 9159/9160 | Vocational Rehab | Vocational Rehabilitation Specialist (2) | Open Until Filled | \$15.62 hour |

Planning/Economic Development

| | | | | |
|------|------------------------|------------------------------------|-------------------|--------------|
| 9124 | Planning/Real Property | Facilities Management Technician I | Open Until Filled | \$10.26 hour |
| 9209 | Planning/Realty | Land Acquisition Specialist | Open Until Filled | \$52,902.63 |
| 9212 | Planning/Realty | Land Surveyor | Open Until Filled | \$37,982.57 |

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|----------------|-------------------|-----------------|---------------------|-----------------------|
| 9210 | Planning/Realty | Secretary | Open Until Filled | \$9.77-11.33 hr |

Department of Natural Resources

| | | | | |
|------|----------------------------|----------------------------------|-------------------|-----------------|
| 9150 | Cultural Center/Museum | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| 9235 | Cultural Center/Museum—NEW | Receptionist | Open Until Filled | \$10.01 hour |
| 9138 | Solid Waste | Secretary | Open Until Filled | \$9.77-11.33 hr |

Department of Public Safety

| | | | | |
|------|--------------------------|-------------------------------|-------------------|--------------|
| 9177 | Environmental Protection | Environmental Technician | Open Until Filled | \$19.50 hour |
| 9118 | Law Enforcement | Accounting Technician | Open Until Filled | \$12.51 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 |

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.

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

| <u>Position</u> | <u>Closing Date</u> | <u>Salary</u> |
|--|---------------------|----------------------------|
| Van Driver (Full Time/On Call) (Sells, AZ area) | Open Until Filled | \$10.00 per hour |
| Administrative Assistant (Sells Area) | Open Until Filled | \$11.00—\$13.00 per hr DOE |

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

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.



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: INFORMATION TECHNOLOGY PROJECT MANAGER
SALARY: \$42,417.85, PLUS BENEFITS

OPENING DATE: **January 25, 2010**

CLOSING DATE: **Open Until Filled**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: **GSS/Department of Information & Technology** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This high-level position plans, directs, and coordinates activities of technology projects to ensure that project goals are accomplished. Performs project planning, execution and delivery of project manager services to internal/external clients. Directly manage large, cross-functional, multi-channel strategic projects providing efficient quality project management. 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. A Bachelors degree relevant to project management profession (Business Administration Cost Accounting or Computer Science) or related field.
2. Minimum of three (3) years of relevant work experience as a project manager is required, including experience with project base lining and tracking; extensive hands on experience in successfully managing and executing large cross-functional strategic projects.

—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 Drive License (No DUI's or major traffic offenses with 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 and/or transcripts, and, copy of valid 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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Re-Advertised



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **NETWORK TECHNICIAN**
SALARY: **\$19.99, PLUS BENEFITS**

Re-Advertised

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.

OPENING DATE: **January 25, 2010**

CLOSING DATE: **Open Until Filled**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: **GSS/Department of Information & Technology** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides network support to operational computer networks in technical maintenance and recovery to local and wide area networks. Uses a variety of testing tools and techniques to troubleshoot and resolve complex technical problems associated with the system's hardware and software. Interface with vendors and maintenance providers to service and maintain network systems support as required. **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 Computer Science or other related subject, or network+ and A+ certification
2. Two years experience supporting end-user networks in a Microsoft environment.

—OR—

An 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 with 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: LIFEGUARD (WATER SAFETY INSTRUCTOR)

SALARY: \$10.52 PER HOUR, PLUS BENEFITS

OPENING DATE: January 25, 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/Recreation

JOB LOCATION: San Xavier, AZ

STATEMENT OF JOB: Under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations, in swimming classes and water safety. 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 certificate

—AND—

- Current Lifeguard, CPR, First Aid and Water Safety certificate required. May be obtained after hire
- 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: RECEPTIONIST
SALARY: \$10.01 PER HOUR, PLUS BENEFITS

OPENING DATE: January 25, 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 Center/Museum **JOB LOCATION: Topawa, AZ**

STATEMENT OF JOB: Operates PBX or multi-line telephone systems 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:

1. High Diploma or GED
2. 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 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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