

# 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 – February 8, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9241	Advocate— <i>NEW</i>	Advocate	Open Until Filled	\$30,164.60- \$36,609.70
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9239	Gaming	Administrative Secretary	Open Until Filled	\$12.51 hour
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
<b>General Support Services</b>				
9023	DoIT	IT Project Manager	Open Until Filled	\$42,417.85
9243	DoIT— <i>NEW</i>	Network Administrator	Open Until Filled	\$37,671.46- \$49,147.45
9021	DoIT	Network Technician	Open Until Filled	\$19.99 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
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour
9025	Child Welfare— <i>RE-ADVERTISED</i>	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
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
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
9231	Management of Health	Project Administrator	Open Until Filled	\$59,080.15
9149	Senior Services	Secretary	February 12, 2010	\$9.77-11.33 hr
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
9054	Recreation—Site: Al Jek	Facility Management Technician I	Open Until Filled	\$10.26 hour
9049		Principal Lifeguard	Open Until Filled	\$9.53 hour
9040		Receptionist	Open Until Filled	\$10.10 hour
9108	Recreation—Site: Hickiwan	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
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	Recreation—Site: Sells	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	Scholarship Fund	Education Assistance Specialist	Open Until Filled	\$14.15 hour
9179	Scholarship Fund —RE-ADVERTISED	Education Assistance Specialist Site: Tucson	Open Until Filled	\$14.15 hour
9205	Scholarship Fund	Data Entry Technician	Open Until Filled	\$11.33 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
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
<b>Planning/Economic Development</b>				
9240	Planning/Administration	Building Inspector	Open Until Filled	\$19.50 hour
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
9210	Planning/Realty	Secretary	Open Until Filled	\$9.77-11.33 hr
<b>Department of Natural Resources</b>				
9150	Cultural Center/Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour
9235	Cultural Center/Museum	Receptionist	Open Until Filled	\$10.01 hour
9138	Solid Waste	Secretary	Open Until Filled	\$9.77-11.33 hr
<b>Department of Public Safety</b>				
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
9234	Law Enforcement	Administrative Manager	Open Until Filled	\$50,990.48
9238	Law Enforcement— <i>NEW</i>	Police Records Clerk	Open Until Filled	\$10.26-11.33 hr
9227	Law Enforcement	Receptionist	Open Until Filled	\$10.01 hour

## **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.

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## **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](http://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](http://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: **ADVOCATE**

SALARY: \*\$30,164.60 - \$36,609.70, PLUS BENEFITS

OPENING DATE: **February 8, 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. **\*This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full Advocate level is met.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt  
Career Ladder is Non-Exempt

DEPARTMENT: Executive/**Advocate**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides legal representation of tribal or non-tribal members in civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws. 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. Associates Degree
2. Plus one year of experience in paralegal studies or related field

—OR—

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

—AND—

- No felony convictions within five years or misdemeanor convictions within three years that involves dishonesty, false statement or moral turpitude
- 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) 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.

**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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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

### JOB ANNOUNCEMENT

JOB TITLE: **NETWORK ADMINISTRATOR**  
SALARY: **\*\$37,671.46 - \$49,147.45, PLUS BENEFITS**

OPENING DATE: **February 8, 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. **\*This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full Network Administrator level is met.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt  
Career Ladder is Non-Exempt

DEPARTMENT: **GSS/Department of Information and Technology**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures the effective and efficient operation of local area network (LAN) and wide area network (WAN) hardware and software; maintains network security, authorizes users, and designs new LAN applications. 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 Computer Science, Information Systems or related field; Cisco Certified Network Administrator (CCNA) Certification can be substitute for degree
2. Plus two (2) years experience in network software or hardware

—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

**Re-Advertised**

**JOB TITLE: CHILD WELFARE SENIOR SPECIALIST**  
**SALARY: \$42,417.85, PLUS BENEFITS**

OPENING DATE: **February 8, 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/Child Welfare**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides child welfare in areas of referrals, investigations, court reports, case transfers, and child protective services as needed in emergency situations. Provides oversight and implementation to ensure that Title IV-E eligibility, necessary procedures and documentation are secured for all eligible clients. 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 counseling or related field
2. Plus two (2) years work experience providing child welfare services to children and families; or Bachelor's degree plus four years experience in CPS, psychiatry, counselor, social services, corrections or law enforcement

—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**

**Re-Advertised**

**JOB TITLE: EDUCATION ASSISTANCE SPECIALIST**  
**SALARY: \$14.15 PER HOUR, PLUS BENEFITS**

**OPENING DATE: February 8, 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/Scholarship Fund**

**JOB LOCATION: Tucson, AZ**

**STATEMENT OF JOB:** Provides financial aid counseling and information to eligible students who are pursuing secondary or post secondary degrees, licenses, or certificates. 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 Education, Guidance Counseling or closely related field
2. Plus two years experience in teaching or counseling;

—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 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: **POLICE RECORDS CLERK**  
SALARY: **\*\$10.26-11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **February 8, 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: **DPS/Law Enforcement**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances law enforcement's effectiveness by maintaining an accurate file and retrieval system of all police documentation. Maintains confidentiality of all information and distributes as requested to authorized personnel, departments or agencies. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class. **\*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 Police Records Clerk level is met. Clerical testing is required to determine appropriate level.**

#### MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Plus six (6) months 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.
- 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: (applicant must be tested or provide a certificate indicating skill level from an accredited business school or agency)  
Typing 30 wpm    Grammar 50%    Spelling 50%    Math 50%

**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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