

# 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 – April 19, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9292	Executive	Secretary	Open Until Filled	\$9.77-11.33 hr
9270	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
<b>General Support Services</b>				
9301	Accounting—NEW	Accounting Clerk	April 30, 2010	\$10.26 hour
9302	Accounting—NEW	Property & Supply Manager	April 30, 2010	\$59,080.15
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
9254	Grants and Contracts	Senior Contract Specialist	Open Until Filled	\$ 49,147.45
<b>Membership Services</b>				
9199	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hour
9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
<b>Department of Human Services</b>				
9283	Adult Protective	Adult Protective Administrator	Open Until Filled	\$63,594.25
9284	Adult Protective	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9291	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9287	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	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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
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
9280/9281	HOPP	Gym Attendant (Sells) (2)	Open Until Filled	\$11.61 hour
9258	Management of Health	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
Department of Education				
9262	Head Start	Disabilities Specialist	Open Until Filled	\$16.01 hour
9271	One Stop	Job Placement Supervisor	Open Until Filled	\$36,609.70
9054	Recreation—Site: Al Jek	Facility Management Technician I	Open Until Filled	\$10.26 hour
9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9053	Recreation—Site: Hickiwan	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
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		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9294/9295	Scholarship—NEW	Secretary (2)	Open Until Filled	\$9.77-11.33 hr
9289	Youth Council —RE-ADVERTISED	Youth Council Manager	Open Until Filled	\$45,658.83
Natural Resources				
9260	Solid Waste	Accounting Technician	Open Until Filled	\$12.51 hour
9137	Solid Waste	Automotive Mechanic	Open Until Filled	\$14.50 hour
Planning/Economic Development				
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
Department of Public Safety				
9177	Environmental Protection	Environmental Technician	Open Until Filled	\$19.50 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
9282	Office of Emergency Management	Information/Intelligence Program Coordinator	Open Until Filled	\$56,944.72

## **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**

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**JOB ANNOUNCEMENT**

**JOB TITLE: ACCOUNTING CLERK**  
**SALARY: \$10.26 PER HOUR, PLUS BENEFITS**

**OPENING DATE: April 19, 2010**

**CLOSING DATE: April 30, 2010**

*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:** Computes, classifies, records, and verifies numerical data for use in maintaining accounting records. 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. Six (6) months work experience in accounting or bookkeeping

—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, 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

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### JOB ANNOUNCEMENT

JOB TITLE: **PROPERTY & SUPPLY MANAGER**  
SALARY: **\$59,080.15, PLUS BENEFITS**

OPENING DATE: **April 19, 2010**

CLOSING DATE: **April 30, 2010**

*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: GSS/**Accounting**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Manages the initial receipt and inventory data entry functions, inventory process, fixed assets property management, postal operations, and the delivery of materials of the property and supply work center. Maintains liaison with other departmental and program managers on property issues, special projects and work status on the operations. 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. Bachelors Degree in Public Administration or closely related field
2. Five (5) years management experience which includes accounting functions, inventory control, fixed assets and capital assets, warehouse receiving functions, and administrative.

—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, 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.

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**JOB ANNOUNCEMENT**

**JOB TITLE: SECRETARY (2 Positions)**  
**SALARY: \$9.77—\$11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 19, 2010**

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

HRS/WK: Non-Exempt

DEPARTMENT: Education/**Scholarship**

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 certificate
2. Plus 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%    Records Management 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.

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### JOB ANNOUNCEMENT

**Re-Advertised**

JOB TITLE: **YOUTH COUNCIL MANAGER**  
SALARY: **\$45,658.83, PLUS BENEFITS**

OPENING DATE: **April 19, 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: Education/**Youth Council**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This position under general supervision will coordinate the development of administrative guidelines; provide leadership and mentoring, and supervision of the Youth Council. 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 Public Administration
2. Four (4) years of administrative supervisory experience

—OR—

Equivalent combination of education or experience with youth

—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.

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