

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 – July 12, 2010

| <u>HRO 210</u> | <u>DEPARTMENT</u> | <u>POSITION</u> | <u>CLOSING DATE</u> | <u>FY 2010 SALARY</u> |
|----------------|-------------------|-----------------------------|---------------------|-----------------------|
| 9352 | Advocate | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9196 | Executive | Administrative Secretary | Open Until Filled | \$12.51 hour |
| 9310 | Gaming | Compliance Investigator | Open Until Filled | \$47,371.04 |
| 9230 | Gaming | Inspector Project Assistant | Open Until Filled | \$39,406.91 |
| 9335 | KOHN | Administrative Assistant | Open Until Filled | \$14.15 hour |
| 9267 | KOHN | Production Technician | Open Until Filled | \$12.82 hour |
| 9316 | Prosecutor | Assistant Chief Prosecutor | Open Until Filled | \$85,373.41 |
| 9184 | Prosecutor | Administrative Manager | Open Until Filled | \$40,792.38 |

General Support Services

| | | | | |
|------|-----------------|--------------------------------------|-------------------|-----------------------------|
| 9334 | Accounting | Principle Accountant | Open Until Filled | \$44,008.52 |
| 9253 | Accounting | Senior Accountant | Open Until Filled | \$49,147.45 |
| 9243 | DoIT | Network Administrator | Open Until Filled | \$37,671.46- \$49,147.45 |
| 9075 | Human Resources | Human Resources/Insurance Technician | Open Until Filled | \$14.15 hour |
| 9080 | Human Resources | Administrative Secretary | Open Until Filled | \$12.51 hour |
| 9320 | Human Resources | Human Resources Specialist | Open Until Filled | \$17.24 hour |
| 9341 | Motor Pool | Automotive Mechanic | Open Until Filled | \$14.50 hour |

Membership Services

| | | | | |
|------|-----------------|--------------------------|-------------------|--------------|
| 9223 | Elections | Administrative Assistant | Open Until Filled | \$14.15 hour |
| 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 |

Department of Human Services

| | | | | |
|-----------|-------------------|-----------------------------------|-------------------|--------------|
| 9284 | Adult Protective | Adult Protective Clinical Manager | Open Until Filled | \$63,594.25 |
| 9340 | Behavioral Health | Counselor III | Open Until Filled | \$39,406.91 |
| 9003/9004 | Behavioral Health | Counselor III (2) | Open Until Filled | \$39,406.91 |
| 9172 | Behavioral Health | Medical Records Clerk | Open Until Filled | \$11.33 hour |

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|-----------------------------|-----------------------|--|---------------------|-----------------------|
| 9329 | Behavioral Health | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9348 | Child Welfare | Administrative Assistant | Open Until Filled | \$14.15 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 |
| 9217/9315 | Child Welfare | Group Home Worker (2) | Open Until Filled | \$10.78 hour |
| 9008/9129 9140/9141/9318 | Community Health | Community Health Representative (5) | 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 |
| 9317 | HOPP | Data Entry Technician | Open Until Filled | \$11.33 hour |
| 9280/9281 | HOPP | Gym Attendant (Sells & San Xavier) (2) | Open Until Filled | \$11.61 hour |
| 9279 | HOPP | Fitness & Nutrition Specialist | Open Until Filled | \$16.41 hour |
| 9156 | MOH/SPF TIG | Community Prevention Specialist | Open Until Filled | \$34,011.04 |
| 9126 | Senior Services | Adult Care Supervisor | Open Until Filled | \$37,982.57 |
| 9336 | Senior Services/ALTCS | Receptionist | Open Until Filled | \$10.01 hour |
| 9331 | Special Needs | Family Advocate Specialist | Open Until Filled | \$32,781.73 |

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| Department of Education |
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|------|-----------------------------|-------------------------------------|-------------------|-----------------|
| 9303 | Head Start | Education Specialist | Open Until Filled | \$16.01 hour |
| | Recreation—Site: Al Jek | | | |
| 9054 | | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| 9045 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| | Recreation—Site: Hickiwan | | | |
| 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 |
| 9351 | | Receptionist | Open Until Filled | \$10.01 hour |
| | Recreation—Pisinemo | | | |
| 9038 | | Recreation Facilities Coordinator | Open Until Filled | \$35,286.46 |
| | Recreation—Site: San Xavier | | | |
| 9051 | | Lifeguard (Water Safety Instructor) | Open Until Filled | \$10.52 hour |
| 9297 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| | Recreation—Site: Sells | | | |
| 9052 | | Lifeguard (Water Safety Instructor) | Open Until Filled | \$10.52 hour |
| 9046 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| 9048 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| 9355 | | Recreation Facilities Coordinator | Open Until Filled | \$35,286.46 |
| 9037 | | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9056 | Vocational Rehabilitation | Driver (Occasional) | Open Until Filled | \$11.61 hour |

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|--------------------------------------|---------------------------|--------------------------------------|---------------------|-----------------------|
| 9160 | Vocational Rehabilitation | Vocational Rehabilitation Specialist | Open Until Filled | \$15.62 hour |
| Natural Resources | | | | |
| 9326 | Cultural Center/Museum | Cultural/Museum Administrator | Open Until Filled | \$73,683.49 |
| 9137 | Solid Waste | Automotive Mechanic | Open Until Filled | \$14.50 hour |
| 9356 | Solid Waste—NEW | Equipment Operator/Driver II | Open Until Filled | \$14.86 hour |
| 9358 | Solid Waste—NEW | Laborer | Open Until Filled | \$11.05 hour |
| 9138 | Solid Waste | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 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 | | | | |
| 9338 | Corrections | Corrections Officer | Open Until Filled | \$16.01-17.24 hr |
| 9177 | Environmental Protection | Environmental Technician | Open Until Filled | \$19.50 hour |
| 9147 | Fire | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9298/9299 9300 | Fire—NEW | Firefighter (3) | Open Until Filled | \$41,582.24 |
| 9163 | Law Enforcement | Automotive Service Worker | Open Until Filled | \$11.05 hour |
| 9321 | Law Enforcement | Criminal Intelligence Analyst | Open Until Filled | \$54,886.48 |
| 9322 | Law Enforcement | Fleet Service Supervisor | Open Until Filled | \$19.50 hour |
| 9323/9324 | Law Enforcement | Police Officer (2) | Open Until Filled | \$21.00 hour |
| 9151/9152 | Law Enforcement | Public Safety Dispatcher (2) | Open Until Filled | \$13.80-14.15 hr |
| 9339 | Law Enforcement | Ranger | Open Until Filled | \$14.86 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

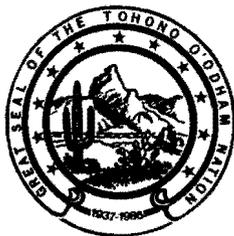
Clerical testing is reserved for **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p.** If applying for any clerical positions please contact Human Resources @ (520) 383-6540 to schedule an appointment. **IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!**

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.

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: EQUIPMENT OPERATOR/DRIVER II
SALARY: \$14.86 PER HOUR, PLUS BENEFITS

OPENING DATE: **July 12, 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: **NR/Solid Waste**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and picking up refuse and waste according to established departmental codes, regulations, policies and procedures. Operates a wide variety of Solid Waste equipment such as Front Loader Compactors, Rear Loader Compactors roll-off truck, dump truck with and without trailer, backhoe, rubber tire loader, tractor-trailer and water trailer. 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 work experience as an equipment operator/Driver II

—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 (Class A) (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) three (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license (Class A)** 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".



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JOB ANNOUNCEMENT

JOB TITLE: SOLID WASTE LABORER
SALARY: \$11.05 PER HOUR, PLUS BENEFITS

OPENING DATE: July 12, 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: NR/Solid Waste

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and sorting refuse, cleaning up dumpsites and other areas according to established departmental codes, regulations, 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:

1. High School Diploma or GED
2. Six months work experience as a laborer

—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) 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

JOB TITLE: FIREFIGHTER (3 Positions)

SALARY: \$41,582.24, PLUS BENEFITS

OPENING DATE: **July 12, 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: **Rotating 24-Hour Shifts**

DEPARTMENT: **DPS/Fire**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Firefighters protect life and property of the Tohono O'odham Nation and its residents through Firefighting, Hazardous Materials Handling, Emergency Medical Services (EMS) and other rescue activities. Often performed under conditions that require strenuous physical exertion. Major elements of work are supervised drills and training in Firefighting, Hazardous Materials Handling and EMS skills. Work is performed under close supervision in accordance with well-defined procedures and is inspected in process and upon completion by a Fire Captain/Lieutenant or designee. Firefighters are assigned to work on special assignments which call for special abilities and knowledge attained through experience and training. 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

—AND—

- Must possess Firefighter II Certification per NFPA 1001
- Must possess and maintain AZDHS EMT-B or higher Certification, and CPR certification
- Must pass a medical screening and physical examination, and physical agility test
- Must obtain a minimum score of 75% on written examination based on the IFSTA Essentials of Firefighting 4th Edition Study Guide.
- Bilingual O'odham/English preferred.
- Must possess and maintain a 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 Firefighter II Certification, EMT-B, CPR, physical exam, 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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