

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 13, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8273	Executive Office	Administrative Secretary	Open Until Filled	\$12.51 hour
8460/8461	Gaming Office— <i>NEW</i>	Gaming Inspector (2)	Open Until Filled	\$17.24 hour
General Support Services				
8180	Accounting	Assistant Controller	Open Until Filled	\$71,020.23
8401	DoIT	Chief Information Officer	Open Until Filled	\$88,574.91
8405	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
8003	Attorney General	Legal Assistant	Open Until Filled	\$36,609.70
8433/8458	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hour
8462	Facility Management— <i>NEW</i>	Journeyman Electrician	Open Until Filled	\$14.50 hour
8429/8440	Grants and Contracts	Accountant	Open Until Filled	\$40,884.67
8151	Human Resources— <i>NEW</i>	Human Resources/Insurance Technician	Open Until Filled	\$14.15 hour
8372	Human Resources — <i>RE-ADVERTISED</i>	Human Resources/Insurance Technician	Open Until Filled	\$14.15 hour
8441	Human Resources— <i>NEW</i>	Training Specialist	Open Until Filled	\$17.24 hour
Membership Services				
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
8432	Behavioral Health	Community Prevention Specialist	Open Until Filled	\$34,011.04
8268	Behavioral Health	Counselor III	Open Until Filled	\$18.95 hour
8071	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
8403	Child Welfare	Child Welfare Specialist Supervisor	Open Until Filled	\$47,371.04
8164	Community Health	AHCCCS Billing Technician	Open Until Filled	\$12.82 hour
8431	Community Health	Dialysis Patient Advocate	Open Until Filled	\$9.77 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
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8331	HOPP	Clinical Director	Open Until Filled	\$63,594.24
8442	HOPP	Gym Attendant	Open Until Filled	\$11.61 hour
8203	HOPP	Fitness & Nutrition Specialist	July 13, 2009	\$16.41 hour
8436	Health Transportation	Health Transportation Driver	Open Until Filled	\$11.90 hour
8434	Senior Services	Community Home Worker	Open Until Filled	\$9.07 hour
8419	Senior Services	Cook	Open Until Filled	\$10.52 hour
Department of Education				
8298	Recreation	Principal Lifeguard – <i>Sells</i>	Open Until Filled	\$11.05 hour
8259 8409/8410	Recreation	Recreation Aide Sites: Al Jek, San Xavier, Hickiwan	Open Until Filled	\$8.85 hour
8261	Recreation	Receptionist—Al Jek	Open Until Filled	\$10.10 hour
8386-89 8391, 8393-94 8406/8407	Recreation	Lifeguard/Youth Outreach Support (7) Sites: Hickiwan (1), Al Jek (3) Pisinemo (1), Sells (2) San Xavier (2)	Open Until Filled	\$10.52 hour
8395	Recreation	Facility Management Technician I — <i>Al Jek</i>	Open Until Filled	\$10.26 hour
8343	Recreation	Recreation Facilities Coordinator — <i>Pisinemo</i>	Open Until Filled	\$35,286.46
8287	Recreation	LG/Water Safety Instructor— <i>Sells</i>	Open Until Filled	\$10.52 hour
8398	Recreation	Secretary— <i>Sells</i>	Open Until Filled	\$9.77-11.33 hour
8444	Scholarship	Education Assistance Administrator	Open Until Filled	\$49,147.45
Planning/Economic Development				
8018	Planning/Administration	Planner Supervisor	Open Until Filled	\$63,594.24
8143	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
8059	Planning/Leasing Office	Accounting Technician	Open Until Filled	\$12.51 hour
8062	Planning/Leasing Office	Building & Grounds Worker	Open Until Filled	\$9.53 hour
8064	Planning/Leasing Office	Facility Management Technician I	Open Until Filled	\$10.26 hour
Department of Natural Resources				
8369	Agricultural Extension	Veterinary Technician	Open Until Filled	\$35,286.46
8423	Cultural Center and Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour
8424	Livestock	Utility Worker	Open Until Filled	\$10.52 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
Department of Public Safety				
8291	Environmental Protection	Environmental Specialist	Open Until Filled	\$47,371.04
8430	Fire	Assistant Fire Chief	Open Until Filled	\$79,313.37
8223	Law Enforcement	Corrections Cook	Open Until Filled	\$12.82 hour
8278	Law Enforcement	Domestic Violence Project Manager	Open Until Filled	\$50,990.48

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 Tuesdays 1:00p—4:00p and Thursdays 8:00a—12:00p. 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.

ARIZONA YOUTH PARTNERSHIP

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Youth Empowered for Success Coordinator (Baboquivari and Tohono O'odham High School)	Open Until Filled	\$25,000--\$27,000 per year

For additional information contact Mary Anne Fout, Sonoran Desert Regional Director at (520) 744-9595.



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: GAMING INSPECTOR (2 Positions)
SALARY: \$17.24 per hour, plus benefits

OPENING DATE: July 13, 2009

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: Executive/**Gaming**

JOB LOCATION: **Tucson, Arizona**

STATEMENT OF JOB: Protects the tribal assets and assures the integrity of the Nation's gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, ordinances, and internal control standards. This list of tasks are **ILLUSTRATIVE ONLY** and are not a comprehensive listing of all tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. One (1) year of experience in security and/or public relations in gaming operations.

—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 violations within the past three (3) years).
- No felony convictions within the last ten years and no misdemeanor convictions within the past three years.
- Non-Members of the Tohono O'odham Nation must be able to obtain a regulatory license from the Nation and be certified by the Arizona Department of Gaming prior to employment.
- Enrolled members must successfully obtain a Tohono O'odham Nation Regulatory License prior to employment.
- Must successfully complete 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) **current resume, three (3) letters of reference, and copy of valid Arizona driver's 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

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

JOB ANNOUNCEMENT

JOB TITLE: JOURNEYMAN ELECTRICIAN
SALARY: \$14.50, PLUS BENEFITS

OPENING DATE: July 13, 2009

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: GSS/Facility Management

JOB LOCATION: Tohono O'odham Nation

STATEMENT OF JOB: Installs, tests, and repairs electrical fixtures and equipment in accordance with building and safety code regulations. 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 plus certificate as a Journeyman Electrician and four years in electrician trades.

—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.
- Must have general tools of the trade
- 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 local 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 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: **HUMAN RESOURCES/INSURANCE TECHNICIAN**
SALARY: **\$14.15, PLUS BENEFITS**

OPENING DATE: **July 13, 2009**

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: **GSS/Human Resources**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, supports the employment or insurance functions and personnel data administration of the Human Resources Office to meet the needs of the office and employees, in accordance with established policies, procedures and guidelines. 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:

High School Diploma or GED plus one year demonstrated work experience in Human Resources, Insurance 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—

- 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 local fingerprint check
- Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).
 - Typing 40 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 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: **HUMAN RESOURCES/INSURANCE TECHNICIAN**
SALARY: **\$14.15, PLUS BENEFITS**

OPENING DATE: **July 13, 2009**

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: **GSS/Human Resources**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, supports the employment or insurance functions and personnel data administration of the Human Resources Office to meet the needs of the office and employees, in accordance with established policies, procedures and guidelines. 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:

High School Diploma or GED plus one year demonstrated work experience in Human Resources, Insurance 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—

- 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 local fingerprint check
- Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).
 - Typing 40 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 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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Re-Advertised



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HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: TRAINING SPECIALIST
SALARY: \$17.24 PER HOUR, PLUS BENEFITS

OPENING DATE: July 13, 2009

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, Forty (40)

DEPARTMENT: GSA/**Human Resources Office**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, supports the employee development and training functions of the Human Resources Office to meet the needs of the department and Nation employees, in accordance with established policies, procedures and guidelines. Maintains confidentiality of all privileged information. This list of tasks is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. equivalency plus Associate's Degree in Human Resources, Education or related field plus two years demonstrated work experience in human resources, training or related field

Typing 40 w.p.m. Grammar 50% Spelling 50% Math 50% Records Management 50%
—OR—

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required completing the scope of work.

—AND—

- Bilingual O'odham/English preferred.
- Valid driver's license (No D.U.I. or major traffic offenses within the past three (3) years)
- Must successfully complete 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, and copy of current Arizona driver's 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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