

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 20, 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	Gaming Inspector (2)	Open Until Filled	\$17.24 hour
8463	KOHN—NEW	On Air Announcer/Board Operator	Open Until Filled	\$12.20 hour
General Support Services				
8180	Accounting	Assistant Controller	Open Until Filled	\$71,020.23
8400	Advocate—NEW	Senior Supervising Advocate	Open Until Filled	\$54,886.48
8003	Attorney General	Legal Assistant	Open Until Filled	\$36,609.70
8401	DoIT	Chief Information Officer	Open Until Filled	\$88,574.91
8405	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
8433/8458	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hour
8462	Facility Management	Journeyman Electrician	Open Until Filled	\$14.50 hour
8429/8440	Grants and Contracts	Accountant	Open Until Filled	\$40,884.67
8151/8372	Human Resources	Human Resources/ Insurance Technician (2)	Open Until Filled	\$14.15 hour
8441	Human Resources	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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
8331	HOPP	Clinical Director	Open Until Filled	\$63,594.24
8231	HOPP— <i>RE-ADVERTISED</i>	Gym Attendant Site: Tohono O'odham Nation	Open Until Filled	\$11.61 hour
8442	HOPP	Gym Attendant Site: Santa Rosa/North Komelic	Open Until Filled	\$11.61 hour
8203	HOPP— <i>RE-ADVERTISED</i>	Fitness & Nutrition Specialist	<i>August 14, 2009</i>	\$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
8469	Senior Services— <i>NEW</i>	Senior Services Aide (Part-Time)	<i>July 31, 2009</i>	\$8.22 hour

Department of Education

8266	Recreation— <i>RE-ADVERTISED</i>	Division Manager for Recreation	Open Until Filled	\$52,902.63
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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
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

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
8475	Fire—NEW	Secretary	July 31, 2009	\$9.77-11.33 hour
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.

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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.

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.

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
In-Home Counselor (Tohono O'odham, Sells, AZ)	Open Until Filled	\$32,000—36,000 per year

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



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: ON AIR ANNOUNCER/BOARD OPERATOR
SALARY: \$12.20 PER HOUR, PLUS BENEFITS

OPENING DATE: **July 20, 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 Office/**KOHN**

JOB LOCATION: KOHN Station

STATEMENT OF JOB: The KOHN On-Air Announcer/Board Operator shall report directly to the KOHN General Manager or designated representative and provides a "voice" for KOHN's general programming. Assists staff and volunteers in the operation of audio console and related equipment during live programs. When directed, assists in the repairs, maintenance and installation of radio production equipment. The On-Air Announcer/Board Operator is also responsible for keeping KOHN in compliance with Federal Communications Commission (FCC) programming regulations and the standards set by the KOHN General Manager. 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/GED plus six (6) months of experience in on-air announcing or radio broadcast;

—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
- Submit a 30 minute demo CD.

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.

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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JOB ANNOUNCEMENT

JOB TITLE: SENIOR SUPERVISING ADVOCATE

SALARY: \$54,886.48, PLUS BENEFITS

OPENING DATE: July 20, 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: 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. Assists the supervising attorney in the supervision and training of advocates. 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:

Bachelors Degree and 3-5 years experience in paralegal studies, or related field.

—OR—

Associates degree and 5 – 7 years experience in paralegal studies or related field.

—OR—

7-10 years of law office experience (apprenticeship) under the supervision of a licensed attorney.

—AND—

- Bilingual O'odham/English preferred.
- No felony conviction(s) within five (5) years or misdemeanor conviction(s) within three (3) years that involves dishonesty, false statement or moral turpitude.
- Must successfully complete a background 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, 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: Gym Attendant
SALARY: \$11.61 per hour, Plus Benefits

OPENING DATE: July 20, 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: Probation/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Human Services/ **HOPP**

JOB LOCATION: Tohono O'odham
Nation, AZ

STATEMENT OF JOB: Monitors the fitness center, maintaining the center and its equipment with a clean healthy environment. *The listed tasks are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.*

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED equivalency.
 2. Six (6) months experience in customer service
- AND--
- Bilingual O'odham/English preferred.
 - Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
 - Basic Trainer and Physical Fitness Certification – may be obtained within three years after hire.
 - HIPPA Certification – may be obtained within one year of employment.
 - First Aide/CPR Certification – may be obtained with three months of employment.
 - Must be physically able to lift objects up to 50 pounds and able to work in extreme weather conditions.
 - Required to instruct a fitness activity as well as use fitness equipment.
 - Must successfully complete a background investigation.

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, resume, copy high school diploma/GED certificate, copy of CPR and First Aid certificate, copy of driver's license**, to 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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ANNOUNCEMENT

Re-Advertised

JOB TITLE: FITNESS AND NUTRITION SPECIALIST
SALARY: \$16.41 per hour, plus benefits

OPENING DATE: July 20, 2009

CLOSING DATE: August 14, 2009

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: Human Services/

JOB LOCATION: Sells, Arizona

Healthy O'odham Promotion Program (HOPP)

STATEMENT OF JOB: Promotes healthy lifestyles through fitness, exercise, and nutrition to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness. Provides counseling and follow-up on eligible clients. The listed tasks are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Associates degree in physical fitness, health education, health behavior and nutrition or related field plus three (3) years work experience.

--OR--

An equivalent combination of education and experience.

--AND--

- ◆ Bilingual O'odham/English preferred.
- ◆ Valid Arizona Driver's License (with no DUI's or major traffic offenses within the past three (3) years.)
- ◆ Must obtain basic trainer, physical fitness and nutrition certification within one year.
- ◆ Must be certified HIPPA or obtain a HIPPA Certification within one year.
- ◆ Current First Aid and CPR certification. May be obtained after hire.
- ◆ Must successfully complete and pass a background investigation.

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, current resume, copy of valid Arizona driver's license** to 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: Senior Services Aide (Part-Time)
SALARY: \$8.22 PER HOUR

OPENING DATE: July 20, 2009

CLOSING DATE: July 31, 2009

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: Part-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/Senior Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Assists in the preparation and delivery of meals to the seniors of Tohono O'odham. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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 equivalent combination of education and experience. Must obtain Food Handler's Card, CPR, and First Aid certifications after hire. Previous food-handling experience helpful.

—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.

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 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 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: **Division Manager for Recreation**
SALARY: **\$52,902.63, PLUS BENEFITS**

OPENING DATE: **July 20, 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: Exempt

DEPARTMENT: Education/**Recreation**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: This position is responsible for the overall direction of recreational operations and programs for multiple facilities with aquatics, including program development and supervision of recreational sport and fitness personnel. 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:

Bachelor's degree in the Recreation and Park Administration, Facilities Management, Marketing; or related field and five years administrative experience in community recreation center management. Must be able to become certified in First Aid and CPR within the first six months of employment.

—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

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: SECRETARY
SALARY: *\$9.77—\$11.33 per hour, plus benefits

OPENING DATE: July 20, 2009

CLOSING DATE: July 31, 2009

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.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Fire

JOB LOCATION: Sells, Az

STATEMENT OF JOB: This classification performs a variety of secretarial work in support of an office or assigned individuals, and provides general information and assistance about the assigned department to the public and to other employees. These Tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. equivalency.
2. One (1) year clerical experience.
3. Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).

Typing 35pm Math 40% Grammar 40% Records Management 40% Spelling 40%
-- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete 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).
- Must successfully complete and pass a background investigation.

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 reference letters, and copy of current 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."