

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 – August 2, 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
9359	Gaming	Gaming Inspector	Open Until Filled	\$17.24 hour
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
9075	Human Resources	Human Resources/Insurance Technician	August 6, 2010	\$14.15 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9320	Human Resources	Human Resources Specialist	August 6, 2010	\$17.24 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
Department of Human Services				
9284	Adult Protective	Adult Protective Clinical Manager	Open Until Filled	\$63,594.25
9003/9340	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour
9329	Behavioral Health	Secretary	Open Until Filled	\$9.77-11.33 hr
9348	Child Welfare	Administrative Assistant	Open Until Filled	\$14.15 hour
9031	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
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

<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
9317	HOPP	Data Entry Technician	Open Until Filled	\$11.33 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
9246	MOH/OVW	Victim Advocate	Open Until Filled	\$34,011.04
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9331	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73

Department of Education

9171	One-Stop	Program Specialist	Open Until Filled	\$13.47 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			
9372		Building and Grounds Worker— <i>NEW</i>	Open Until Filled	\$9.53 hour
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

Natural Resources

9326	Cultural Center/Museum	Cultural/Museum Administrator	Open Until Filled	\$73,683.49
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Planning/Economic Development

9240	Administration	Building Inspector	Open Until Filled	\$19.50 hour
9124	Real Property	Facilities Management Technician I	Open Until Filled	\$10.26 hour
9369	Real Property— <i>NEW</i>	Secretary	Open Until Filled	\$9.77-11.33 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
Department of Public Safety				
9147	Fire	Secretary	Open Until Filled	\$9.77-11.33 hr
9298/9299 9300	Fire	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
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: BUILDING AND GROUND WORKER
SALARY: \$9.53 P/HR, PLUS BENEFITS

OPENING DATE: **August 2, 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/**Recreation**

JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices of the Tohono O'odham Nation. *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 6 months custodial services experience; or equivalent combination of education and experience. Valid Arizona Driver's License. (No DUI's or major traffic offenses within the past three (3) years.)

1. High School Diploma or GED; plus
2. Six (6) months custodial services experience;

—OR—

Equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)

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.

Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place".



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: **SECRETARY**

SALARY: ***\$9.77—\$11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 2, 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.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Planning/**Real Property Management**

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
2. Plus one year of clerical experience

—OR—

Equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- 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%

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