

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 10, 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	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	Senior Supervising Advocate	Open Until Filled	\$54,886.48
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
8053	Facility Management	Facilities Management Technician I	Open Until Filled	\$10.26 hour
8462	Facility Management	Journeyman Electrician	Open Until Filled	\$14.50 hour
8429/8440	Grants and Contracts	Accountant (2)	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				
8481	Adult Protective Service	Cook (Occasional)	Open Until Filled	\$10.52 hour
8482	Adult Protective Service	Group Home Worker (Occasional)	Open Until Filled	\$10.78 hour
8432	Behavioral Health	Community Prevention Specialist	Open Until Filled	\$34,011.04
8268/8480	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
8071	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
8396	Child Welfare	Group Home Manager	Open Until Filled	\$42,417.85
8292	Child Welfare	Secretary	Open Until Filled	\$9.77-11.33 hour
8415	Child Welfare— <i>RE-ADVERTISED</i>	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
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
8331	HOPP	Clinical Director	Open Until Filled	\$63,594.24
8231	HOPP	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	Fitness & Nutrition Specialist	August 14, 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
8469	Senior Services— <i>RE-ADVERTISED</i>	Senior Services Aide (Part-Time)	Open Until Filled	\$8.22 hour

Department of Education

8266	Recreation	Division Manager for Recreation	Open Until Filled	\$52,902.63
8298	Recreation	Principal Lifeguard – <i>Sells</i>	Open Until Filled	\$11.05 hour
8485	Recreation— <i>NEW</i>	Principal Lifeguard—Al Jek	Open Until Filled	\$11.05 hour
8259/8410	Recreation	Recreation Aide (2) Sites: Al Jek, Hickiwan	Open Until Filled	\$8.85 hour
8261	Recreation	Receptionist—Al Jek	Open Until Filled	\$10.10 hour
8386-8389	Recreation	Lifeguard/Youth Outreach Support (4) Sites: Hickiwan (1), Al Jek (3)	Open Until Filled	\$10.52 hour
8395	Recreation	Facility Management Technician I — <i>Al Jek</i>	Open Until Filled	\$10.26 hour
8487	Recreation— <i>NEW</i>	Facility Management Technician 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
8486	Recreation— <i>NEW</i>	LG/Water Safety Instructor—Hickiwan	Open Until Filled	\$10.52 hour

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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8064	Planning/Leasing Office	Facility Management Technician I	Open Until Filled	\$10.26 hour
8063	Planning/Leasing Office	Facility Management Technician II	Open Until Filled	\$13.14 hour
8060	Planning/Leasing Office	HVAC Maintenance	Open Until Filled	\$18.56 hour
8120	Planning/Staff Housing	Building & Grounds Worker	Open Until Filled	\$9.53 hour

Department of Natural Resources

8369	Agricultural Extension	Veterinary Technician	Open Until Filled	\$35,286.46
8476	Cultural Center & Museum	Librarian/Archivist	Open Until Filled	\$54,886.48
8483	Livestock	Livestock Brand Inspector	August 14, 2009	\$12.51 hour
8424	Livestock	Utility Worker	Open Until Filled	\$10.52 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
8484	Solid Waste Management	Equipment Operator/Driver II	Open Until Filled	\$14.86 hour

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
8278	Law Enforcement	Domestic Violence Project Manager	Open Until Filled	\$50,990.48
8477	Law Enforcement	Receptionist/Switchboard Operator	Open Until Filled	\$10.01. hour
8479	Law Enforcement	Senior Accountant	Open Until Filled	\$49,147.45

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.

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Make Mealtime Family Time Counselor (Part-Time) (Baboquivari and Tohono O'odham High School)	Open Until Filled	\$12,500—\$13,500 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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: CHILD WELFARE SENIOR SPECIALIST
SALARY: \$42,417.85 PLUS BENEFITS

OPENING DATE: August 10, 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: Human Services/Child Welfare

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides child welfare in areas of referrals, investigations, court reports, case transfers, and child protective services as needed in emergency situations. Provides oversight and implementation to ensure that Title IV-E eligibility, necessary procedures and documentation are secured for all eligible clients. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM REQUIREMENTS:

Associate's degree in counseling or related field plus two years work experience providing child welfare services to children and families; Or Bachelor's degree plus four years experience in CPS, psychiatry, counselor, social services, corrections or law enforcement.

--OR--

A combination of experience, education, and training which demonstrates the knowledge, skills, and abilities in completing the cope 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 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) **resume, three (3) letters of reference and current copy of 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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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **Senior Services Aide (Part-Time)**
SALARY: **\$8.22 PER HOUR**

OPENING DATE: **August 10, 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: 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **FACILITY MANAGEMENT TECHNICIAN I**

SALARY: **\$10.26 per hour, plus benefits**

OPENING DATE: **August 10, 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: Education/ **Recreation Center**

JOB LOCATION: **Hickiwan, AZ**

STATEMENT OF JOB: Under direct supervision, responsible for the maintenance and repair of buildings and equipment of the Facility Management Office under the General Services Administration. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate.
2. Six (6) months experience in facility maintenance.

--OR--

An equivalent combination of experience, education, and training that provides the desired knowledge, skills, and abilities to compete the scope of work.

-- AND --

- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a local 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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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: LIFEGUARD/WATER SAFETY INSTRUCTOR
SALARY: \$10.52 per hour, plus benefits

OPENING DATE: August 10, 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: Education/ **Recreation Center**

JOB LOCATION: Hickiwan, AZ

STATEMENT OF JOB: under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations in swimming classes and water safety. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. certificate.

-- AND --

- Valid Arizona Drive License (No DUI's or major traffic offenses with the past three (3) years.
- Current Lifeguard, CPR, First Aid and Water Safety certificate required. May be obtained after hire.
- Must successfully complete and pass a background investigation and fingerprint check.
- Must be able to swim freestyle.

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 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: **PRINCIPAL LIFEGUARD**
SALARY: **\$11.05 per hour, plus benefits**

OPENING DATE: **August 10, 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: Education/ **Recreation Center**

JOB LOCATION: **Al Jek, AZ**

STATEMENT OF JOB: Under general supervision, provides direction to the lifeguards and ensures the safety and maintenance of the pool areas and equipment. Promotes safety rules and regulations. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by position in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. certificate; and at least six months full time work experience as a lifeguard or supervising personnel required.

-- AND --

- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.
- CPR, First Aid and Emergency Water Safety certificate required.
- 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 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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