

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 23, 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
9359	Gaming	Gaming Inspector	Open Until Filled	\$17.24 hour
9335	KOHN	Administrative Assistant	Open Until Filled	\$14.15 hour
9371	KOHN	On-Air Announcer/Board Operator	Open Until Filled	\$12.20 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
9402	Advocate-NEW	Advocate	Open Until Filled	\$36,609.70

General Support Services

9380	Accounting	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
9381	Accounting	Payroll Technician	August 20, 2010	\$12.51 hour
9334	Accounting	Principle Accountant	Open Until Filled	\$44,008.52
9253	Accounting	Senior Accountant	Open Until Filled	\$49,147.45
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9363	Human Resources	Licensing Technician	Open Until Filled	\$16.41 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
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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
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
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9331	Special Needs	Family Advocate Specialist	Open Until Filled	\$32,781.73
9145	HHS/SPF TIG-READVERTISED	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education

9333	Administration	Librarian	Open Until Filled	\$42,417.85
9171	One-Stop	Program Specialist	Open Until Filled	\$13.47 hour
9045	Recreation—Site: Al Jek	Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9050	Recreation—Site: Hickiwan	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9039		Recreation Aide	Open Until Filled	\$8.85 hour
9038	Recreation—Pisinemo	Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
	Recreation—Site: San Xavier			
9383		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
	Recreation—Site: Sells			
9052		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9048		Lifeguard/Youth Outreach Support (1)	Open Until Filled	\$10.52 hour
9355		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46

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
9403	Real Property Management-NEW	Solid Waste Laborer	Open Until Filled	\$11.05 hour

Department of Public Safety

9354	Corrections	Corrections Officer	Open Until Filled	\$16.01-17.24
9147	Fire	Secretary	Open Until Filled	\$9.77-11.33 hr
9298/9299	Fire	Firefighter (3)	Open Until Filled	\$41,582.24
9300				
9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9321	Law Enforcement	Criminal Intelligence Analyst	Open Until Filled	\$54,886.48
9322	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hour
9377	Law Enforcement	Police Officer	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
9386	Law Enforcement-NEW	Financial Crimes Investigator	Open Until Filled	\$52,926.43

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.

OTHER EMPLOYER'S RECRUITMENT

INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT

<u>Position</u>	<u>Closing Date</u>	<u>Location</u>	<u>Salary</u>
Van Driver	Open Until Filled	Sells, Arizona	\$11.00-\$13.00 hr(Full-time)

Contact: Nikki Hemphill, (520) 721-1887 at ext 5207 or Jan Smith ext. 5208

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: ADVOCATE
SALARY: *\$30,164.60 - \$36,609.70, PLUS BENEFITS

OPENING DATE: August 23, 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. ***This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full Advocate level is met.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt
 Career Ladder is Non-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. 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. Associates Degree
2. Plus one year of experience in paralegal studies or related field

—OR—

equivalent combination of education and experience.

—AND—

- No felony convictions within five years or misdemeanor convictions within three years that involves dishonesty, false statement or moral turpitude.
- 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
- 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, 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".



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JOB ANNOUNCEMENT

AG-Administrative

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: August 23, 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: HHS/SPF TIG

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the task performed by the position and is not all-inclusive.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Three (3) years administrative or secretarial experience

—OR—

Equivalent combination of education, training, 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.)
- Must successfully complete and pass a background investigation and fingerprint check
- Clerical skills (applicant must be tested or provide a certificate indicating skills level from the Career Center or other approved school or agency)
 - Typing 45 wpm Grammar 55% Spelling 55% Math 55% Records Management 55%

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JOB ANNOUNCEMENT

JOB TITLE: Solid Waste Laborer
SALARY: \$11.05 P/HOUR, PLUS BENEFITS

OPENING DATE: August 23, 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: Planning/Real Property

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—

an 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.)
- 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) copy of 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.

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JOB ANNOUNCEMENT

JOB TITLE: FINANCIAL CRIMES INVESTIGATOR

SALARY: \$52,926.43, PLUS BENEFITS

OPENING DATE: August 23, 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: Law Enforcement

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Performs technical investigative law enforcement duties and assignments involving financial crimes occurring on the Nation. Performs related work as required. 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. Bachelor's degree in Accounting, Finance or related field and a minimum of seven (7) years experience investigating financial crimes or equivalent;
2. Experience investigating against elder crimes preferred.
3. Financial crime training in fraud, forgery, embezzlement and related areas of racketeering crimes, criminal conspiracy, and public corruption is desirable and will be given consideration.

—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 fingerprint check.
- AZPOST Certification is desirable, but not required.

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.

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