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 30, 2010

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2010 SALARY
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	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

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2010 SALARY
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	Administrative Assistant	Open Until Filled	$14.15 hour

Department of Education

9333	Administration	Librarian	Open Until Filled	$42,417.85
9213	Early Childhood – *RE-ADVERTISED*	Cook	Open Until Filled	$10.52 hour
9057	Vocational Rehabilitation – *RE-ADVERTISED*	Administrative Secretary	Open Until Filled	$12.51 hour
9171	One-Stop	Program Specialist	Open Until Filled	$13.47 hour
	Recreation—Site: Al Jek			
9045		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 hour
	Recreation—Site: Hickiwan			
9407		Lifeguard (Youth Outreach Support)--*NEW*	Open Until Filled	$10.52 hour
9050		Lifeguard (Water Safety Instructor)	Open Until Filled	$10.52 hour
9039		Recreation Aide	Open Until Filled	$8.85 hour
	Recreation—Pisinemo			
9038		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	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

Planning/Economic Development

9240	Administration	Building Inspector	Open Until Filled	$19.50 hour
9403	Real Property Management	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

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2010 SALARY
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
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	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

Position	Closing Date	Location	Salary
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
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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **COOK**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 30, 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: Education/**Early Childhood** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Plans and prepares nutritious, well-balanced meals. 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:

1. High School Diploma or GED
2. Plus six months food preparation experience

—OR—

Equivalent combination of education and experience.

—AND—

- Must obtain a First Aid and CPR certifications after hire.
- Must obtain a Food Handler's card after hire.
- Must be willing to sign a confidentiality statement.
- 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) current resume, three (3) Letters of Reference, copy of Diploma 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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Re-Announced

JOB ANNOUNCEMENT

POSITION TITLE: **ADMINISTRATIVE SECRETARY**
SALARY: **$12.51, per hour, plus benefits**

OPENING DATE: **August 30, 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: Education/**Vocational Rehabilitation** JOB LOCATION: Sells, Arizona

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and administrative duties. Maintains confidentiality of all privileged information. 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 GED certificate.
2. Two (2) years administrative or secretarial experience.

--OR--

An equivalent combination of education and experience.

--AND--

- Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
  Typing 40 w.p.m. Spelling 50% Grammar 50% Math 50%

- 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 (3) Letters of Reference, copy of Diploma and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation, Human Resources Office, 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: **LIFEGUARD/YOUTH OUTREACH SUPPORT**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 30, 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: Education/**Recreation** 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; conducts swimming and water safety classes. Conducts outreach activities to publicize youth activities at the recreation centers providing transportation as needed. 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 certificate
2. Six months organizing youth-related activities and/or working as a lifeguard

—AND—

- Must successfully complete and pass a background investigation and fingerprint check
- CPR, First Aid and Lifeguard certifications must be obtained within six months of hire.
- 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 Diploma 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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