

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 – September 20, 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 |
| 9335 | KOHN | Administrative Assistant | Open Until Filled | \$14.15 hour |
| 9184 | Prosecutor | Administrative Manager | Open Until Filled | \$40,792.38 |
| 9402 | Advocate | Advocate | Open Until Filled | \$36,609.70 |

General Support Services

| | | | | |
|------|----------------------------------|----------------------------|-------------------|-----------------|
| 9381 | Accounting - <i>READVERTISED</i> | Payroll Technician | Open Until Filled | \$12.51 hr |
| 9311 | Accounting- <i>NEW</i> | Budget Analyst | Open Until Filled | \$40,884.67 |
| 9380 | Accounting | Office Support Worker | Open Until Filled | \$9.07-10.01 hr |
| 9334 | Accounting | Principle Accountant | Open Until Filled | \$44,008.52 |
| 9253 | Accounting | Senior Accountant | Open Until Filled | \$49,147.45 |
| 9415 | Grants and Contracts- <i>NEW</i> | Senior Contract Specialist | Open Until Filled | \$49,147.45 |
| 9071 | Facility Management | Office Support Worker | Open Until Filled | \$9.07-10.01 hr |
| 9221 | Human Resources | Human Resources Specialist | Open Until Filled | \$17.24 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

| | | | | |
|------------------------|--------------------------------|-------------------------------------|-------------------|-----------------|
| 9094/9101 9096-9099 | Health Transportation Services | HTS Driver (6) | Open Until Filled | \$11.90 hour |
| 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 |
| 9379 | Community Health | Cancer Educator | Open Until Filled | \$39,406.91 |
| 9128/9139 | Community Health | Community Health Specialist/LPN (2) | Open Until Filled | \$13.80 hour |

| <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 |
| 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 | | | | |
| 9213 | Early Childhood | Cook | Open Until Filled | \$10.52 hour |
| 9057 | Vocational Rehabilitation | 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 |
| 9054— <i>READVERTISED</i> | | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| Recreation—Site: Hickiwan | | | | |
| 9407 | | Lifeguard (Youth Outreach Support) | 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 |
| 9053— <i>READVERTISED</i> | | Facility Management Technician I | Open Until Filled | \$10.26 hour |
| Recreation—Pisinemo | | | | |
| 9038 | | Recreation Facilities Coordinator | Open Until Filled | \$35,286.46 |
| 9387 | | Facilities Management Technician I | Open Until Filled | \$10.26 hour |
| Recreation—Site: San Xavier | | | | |
| 9383 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hour |
| 9417— <i>NEW</i> | | Building and Grounds Worker | Open Until Filled | \$9.53 hour |
| Recreation—Site: Sells | | | | |
| 9411 | | Recreation Division Manager | Open Until Filled | \$52,902.63 |
| 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 | | | | |
| 9147 | Fire | Secretary | Open Until Filled | \$9.77-11.33 hr |
| 9298/9299 9300 | Fire | Firefighter (3) | Open Until Filled | \$41,582.24 |

| <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 | 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: BUDGET ANALYST
SALARY: \$40,884.67, PLUS BENEFITS

OPENING DATE: September 17, 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: GSS/Accounting

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Performs budget analysis for the Nation's departments and programs. Evaluates requests and compiles and consolidates budgets based on statistical studies and analyses of past and current budgets. Establishes standards of work performance and methods of operation for the department. *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 closely related field
2. Plus, five years of work experience in preparing, analyzing, and modifying budgets for departments or programs;

—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.)
- 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 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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JOB ANNOUNCEMENT

No Advertising

JOB TITLE: PAYROLL TECHNICIAN

SALARY: \$12.51 P/HR, PLUS BENEFITS

OPENING DATE: September 20, 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: General Support Services/Accounting

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, compiles and maintains payroll data for the bi-weekly processing of payroll for the Nation. Maintains confidentiality of payroll 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. Two years experience in payroll to include some data entry;

—OR—

Equivalent combination of education 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 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 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: SENIOR CONTRACT SPECIALIST

SALARY: \$49,147.45, PLUS BENEFITS

OPENING DATE: September 20, 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: GSS/Grants and Contracts

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Negotiates, administers, reviews, extends and terminates grants and contracts in accordance with applicable government laws and regulations, and the policies and procedures 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:

1. Bachelor's Degree in Business, Public Administration or related field
2. Plus three (3) years experience in administering governmental contracts

—OR—

Equivalent combination of education and experience.

—AND—

- One year experience negotiating and administering contracts with a tribal government is preferred
- 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 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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No Advertising

JOB ANNOUNCEMENT

JOB TITLE: FACILITY MANAGEMENT TECHNICIAN I
SALARY: \$10.26 per hour, plus benefits

OPENING DATE: September 20, 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: **Al-Jek, AZ**

STATEMENT OF JOB: Under direct supervision, responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment 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 position in this class.

MINIMUM QUALIFICATIONS:

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

--OR--

An equivalent combination of education and experience.

-- AND --

- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- 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) 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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As Advertised

JOB ANNOUNCEMENT

JOB TITLE: FACILITY MANAGEMENT TECHNICIAN I

SALARY: \$10.26 per hour, plus benefits

OPENING DATE: September 20, 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, responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment 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 position in this class.

MINIMUM QUALIFICATIONS:

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

--OR--

An equivalent combination of education and experience.

-- AND --

- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- 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) 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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JOB ANNOUNCEMENT

JOB TITLE: BUILDING AND GROUND WORKER

SALARY: \$9.53 P/HR, PLUS BENEFITS

OPENING DATE: September 20, 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: San Xavier, 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:

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.)

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