

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 – October 11, 2010

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
General Support Services				
1001	Accounting	Payroll Technician	Open Until Filled	\$12.51 hr
1004	Accounting	Budget Analyst	Open Until Filled	\$40,884.67
1006	Accounting	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
1003	Accounting	Principal Accountant	Open Until Filled	\$44,008.52
1014	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hr
1078/ 1079—NEW	Human Resources	Human Resources Specialist (2)	Open Until Filled	\$17.24 hr
1030	Human Resources	Licensing Technician	Open Until Filled	\$16.41 hour
Department of Human Services				
1036/1041 1037-1040	Health Transportation	Health Transportation Services Driver (6)	Open Until Filled	\$11.90 hour
1081	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1018	Community Health	Community Health Specialist/LPN (2)	Open Until Filled	\$13.80 hour
1024	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
1012	HOPP	Data Entry Technician	Open Until Filled	\$11.33 hour
1010	HOPP	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hour
Planning and Economic Development				
1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
Department of Public Safety				
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 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.

OTHER EMPLOYER'S RECRUITMENT

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: HUMAN RESOURCES SPECIALIST

SALARY: \$17.24 PER HOUR, PLUS BENEFITS

OPENING DATE: October 11, 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: GSS/Human Resources

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, supports the recruiting functions and personnel data administration of the Human Resources Office to meet the needs of the department and employees, in accordance with established policies, procedures and guidelines. 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. Associate's degree in Human Resources or closely related field
3. Two (2) years demonstrated work experience in Human Resources, training or related field

—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
- Clerical skills: (**must be tested** or provide a certificate indicating skill level from an accredited business school or agency)
 Typing 40 wpm Math 50% Grammar 50% Records Management 50% Spelling 40%

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Please keep copies for your own reference.

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