

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 19, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
8273	Executive Office	Administrative Secretary	Open Until Filled	\$12.51 hour
8463	KOHN	On Air Announcer/Board Operator	Open Until Filled	\$12.20 hour
9000	Prosecutor	Legal Secretary	October 20, 2009	\$14.15-16.41 hour
General Support Services				
9072	Facility Management	Facility Management Technician I	Open Until Filled	\$10.26 hour
9068—9070	Facility Management	Building & Grounds Worker (3)	Open Until Filled	\$9.53 hour
9068	Facility Management	Building & Grounds Worker	Open Until Filled	\$9.53 hour
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hour
9012/9013	Grants and Contracts	Accountant (2)	Open Until Filled	\$40,884.67
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
9074/9075	Human Resources	Human Resources/ Insurance Technician (2)	Open Until Filled	\$14.15 hour
9077	Human Resources	Training Specialist	Open Until Filled	\$17.24 hour
9015	Motor Pool	Automotive Mechanic	Open Until Filled	\$14.50 hour
Membership Services				
8490	Elections	Administrative Assistant	Open Until Filled	\$14.15 hour
8338	Hia-Ced O'odham Program	Project Coordinator	Open Until Filled	\$13.47 hour
Department of Human Services				
9016	Adult Protective Service	Receptionist	October 20, 2009	\$10.01 hour
9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
8268/9003	Behavioral Health	Counselor III (2)	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9010	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hour
9025	Child Welfare—NEW	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
9029/30/31 9026	Child Welfare	Child Welfare Specialist (4)	Open Until Filled	\$37,982.57

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9028	Child Welfare	Child Welfare Specialist Aide	Open Until Filled	\$11.61 hour
9033/34/36	Child Welfare	Driver (3)	Open Until Filled	\$11.61 hour
9011	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9032	Child Welfare	Receptionist	Open Until Filled	\$10.01 hour
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 (2)	Open Until Filled	\$47,371.04
9008	Community Health	Community Health Representative	Open Until Filled	\$13.47 hour
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
9007	Community Health	Family Resources Coordinator	Open Until Filled	\$46,658.83
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour
9090—9095	Health Transportation—Site: San Simon— <i>NEW</i>	Health Transportation Driver	Open Until Filled	\$11.90 hour
9103/9104	Health Transportation—Site: San Lucy— <i>NEW</i>	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9105/9106	Health Transportation—Site: San Xavier— <i>NEW</i>	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9088	Health Transportation—Site: Santa Rosa— <i>NEW</i>	Health Transportation Dispatcher	Open Until Filled	\$14.15 hour
9096—9102		Health Transportation Driver	Open Until Filled	\$11.90 hour
9083—9087	Health Transportation—Site: Sells— <i>NEW</i>	Health Transportation Dispatcher	Open Until Filled	\$14.15 hour
9082/9089		Health Transportation Driver	Open Until Filled	\$11.90 hour
9062	Management of Health— <i>NEW</i>	Administrative Secretary	Open Until Filled	\$12.51 hour
9081	Senior Services— <i>NEW</i>	Cook	October 30, 2009	\$10.52 hour
8432	Youth Suicide Prevention	Community Prevention Specialist	Open Until Filled	\$34,011.04

Department of Education

9054	Recreation—Site: Al Jek	Facility Management Technician I	Open Until Filled	\$10.26 hour
9043—9045		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9049		Principal Lifeguard	Open Until Filled	\$9.53 hour
9040		Receptionist	Open Until Filled	\$10.10 hour
9108	Recreation—Site: Hickiwan	Building and Grounds Worker— <i>NEW</i>	Open Until Filled	\$9.53 hour
9053		Facility Management Technician I	Open Until Filled	\$10.26 hour
9050		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9042		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9039		Recreation Aide	Open Until Filled	\$8.85 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
	Recreation—Site: Pisinemo			
9055		Building and Grounds Worker	Open Until Filled	\$9.53 hour
9038		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
	Recreation—Site: Sells			
9052		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046/9047/9048		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hour
9041		Receptionist	Open Until Filled	\$10.01 hour
9037		Secretary	Open Until Filled	\$9.77-11.33 hour
9056	Vocational Rehab	Driver (Occasional)	Open Until Filled	\$11.61 hour
9057	Vocational Rehab	Administrative Secretary	Open Until Filled	\$12.51 hour

Planning/Economic Development

8143	Planning/Realty	Land Surveyor	Open Until Filled	\$37,982.57
8140	Planning/Realty	Secretary	Open Until Filled	\$9.77-11.33 hour
8062	Planning/Leasing Office	Building & Grounds Worker	Open Until Filled	\$9.53 hour
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

8495	Livestock	Secretary	Open Until Filled	\$9.77-11.33 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
9110	Well Maintenance—NEW	Well Repairer Assistant	Open Until Filled	\$10.78 hour

Department of Public Safety

8219	Law Enforcement	Public Safety Dispatcher	Open Until Filled	\$13.80-14.15 hr
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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.

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

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.

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Van Driver (Full Time/On Call) (Sells, AZ area)	Open Until Filled	\$10.00 per hour

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

JOB ANNOUNCEMENT

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

OPENING DATE: **October 19, 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) **current 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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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: HEALTH TRANSPORTATION DISPATCHER (6 Positions)

SALARY: \$14.15 per hour, plus benefits

OPENING DATE: October 19, 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: HHS/ Health Transportation

JOB LOCATION: Sells (5), Santa Rosa (1), AZ

STATEMENT OF JOB: Coordinates the routes and schedules of non-emergency medical transportation for clients on and outside the Tohono O'odham Nation. The listed tasks are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus one year of work experience in related field.

--OR --

An equivalent combination of education and experience.

--AND --

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI or major traffic offenses 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 reference letters and a copy of 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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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: **HEALTH TRANSPORTATION DRIVER (15 Positions)**
SALARY: **\$11.90 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 19, 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: **HHS/Health Transportation**

JOB LOCATION: **Sells (2), San Simon (6),
Santa Rosa (7), AZ**

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire and be CPR Certified or complete basic CPR/First-Adie training within six (6) months of employment.

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 reference letters, MVR-39 months, 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: HEALTH TRANSPORTATION DRIVER (OCCASIONAL), (4 Positions)
SALARY: \$11.90 PER HOUR, PLUS BENEFITS

OPENING DATE: **October 19, 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: **HHS/Health Transportation**

JOB LOCATION: **San Lucy (2),
San Xavier (2), AZ**

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire and be CPR Certified or complete basic CPR/First-Aid training within six (6) months of employment.

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 reference letters, MVR-39 months, 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

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

OPENING DATE: **October 19, 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: TODHHS/Management of Health

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 of experience working as a secretary.
3. One (1) year successful experience leading the work of others.
4. 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%

--OR--

An 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
- 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) **three (3) Letters of Reference, copy of high school diploma or GED certificate and copy of valid Arizona Driver's 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: **COOK**

SALARY: **\$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 19, 2009**

CLOSING DATE: **October 30, 2009**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: **DPS/Senior Services**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Plans and prepares nutritious well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED plus six months food preparation experience;

-OR-

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Current First Aid and CPR certification (may be obtained after hire)
- Current Food Handler's card or ability to obtain (may be obtained after hire)
- Must be willing to sign a confidentiality statement upon hire.
- Valid Arizona Driver's license (No DUI's or major traffic violations 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) three (3) reference letters and copy of High School**

Diploma/GED Certificate 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.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

The 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: **Building and Grounds Worker**
SALARY: **\$9.53 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 19, 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**

JOB LOCATION: **Hickiwan, 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:

High School Diploma or GED plus 6 months custodial services experience.

—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.
- 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 local 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 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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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: WELL REPAIRER ASSISTANT
SALARY: \$10.78 PER HOUR, PLUS BENEFITS

OPENING DATE: October 19, 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: Nonexempt

DEPARTMENT: Natural Resources/Well Maintenance

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Keeps wells in working condition by assisting the Well Repairman with the maintenance and repair of water wells under the Tohono O'odham Well Maintenance 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:

High School Diploma or GED;

—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.
- Current Commercial Driver's License
- 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 local 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 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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