

# 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](http://www.tonation-nsn.gov)



**PLEASE POST**

**APPLY NOW!**

JOB ANNOUNCEMENT SUMMARY – November 2, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
<b>General Support Services</b>				
9068—9070	Facility Management	Building & Grounds Worker (3)	Open Until Filled	\$9.53 hour
9072	Facility Management	Facility Management Technician I	Open Until Filled	\$10.26 hour
9116	Facility Management	Facility Management Technician III	Open Until Filled	\$14.50 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
9078	Human Resources— <i>NEW</i>	Claims Analyst	<i>November 13, 2009</i>	\$37,982.57
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
<b>Department of Human Services</b>				
9003/9004	Behavioral Health	Counselor III	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	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
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
9135	Adult Protective Services— <i>NEW</i>	Adult Care Protective Senior Specialist	Open Until Filled	\$42,417.85
9011	Child Welfare	Group Home Worker	Open Until Filled	\$10.78 hour
9032	Child Welfare	Receptionist	Open Until Filled	\$10.01 hour
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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9142	Community Health— <i>NEW</i>	Home Health Aide	Open Until Filled	\$9.77 hour
9130/9132	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
9090—9095	Health Transportation—Site: San Simon	Health Transportation Driver	Open Until Filled	\$11.90 hour
9103/9104	Health Transportation—Site: San Lucy	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9106	Health Transportation—Site: San Xavier	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hour
9096—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver	Open Until Filled	\$11.90 hour
9083—9088	Health Transportation—Site: Sells	Health Transportation Dispatcher	Open Until Filled	\$14.15 hour
9082/9089		Health Transportation Driver	Open Until Filled	\$11.90 hour
9062	Management of Health	Administrative Secretary	Open Until Filled	\$12.51 hour
9126	Senior Services— <i>NEW</i>	Adult Care Supervisor	Open Until Filled	\$37,982.57
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education

9109	Head Start	Teacher Aide/Driver—Santa Rosa	Open Until Filled	\$11.61 hour
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	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
9055	Recreation—Site: Pisinemo	Building and Grounds Worker	Open Until Filled	\$9.53 hour
9052	Recreation—Site: Sells	Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
9046/9047/9048		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 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

9121	Planning/Leasing Office	HVAC Maintenance	Open Until Filled	\$18.56 hour
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Department of Natural Resources

9136	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
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<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9137	Solid Waste Management—NEW	Automotive Mechanic	Open Until Filled	\$14.50 hour
9110	Well Maintenance	Well Repairer Assistant	Open Until Filled	\$10.78 hour
Department of Public Safety				
9118	Law Enforcement	Accounting Technician	November 6, 2009	\$12.51 hour
Water Resources				
9114	Water Resources	Assistant Director of Water Resources	November 6, 2009	\$71,020.23

## 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

<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

<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](http://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: **Claims Analyst**  
SALARY: **\$37,982.57; PLUS BENEFITS**

OPENING DATE: **November 2, 2009**

CLOSING DATE: **November 13, 2009**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: **GSS/Human Resources Office**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Works under direction of the Insurance Manager, wherein the employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This classification is primarily responsible for performing a variety of tasks in the following areas: General Liability Claims; Workers Compensation, Analysis, document and correspondence preparation, and information tracking and reporting. Work mainly involves the gathering and interpretation of data dealing with problems and difficult situation. This list 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 and Associate's degree in Human Resources or related field plus four years human resources in the areas of benefits, auto claims management and worker's compensation.

—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 with 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 High School Diploma or transcripts, copy of degree/certificates and copy of valid 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.

**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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: ADULT PROTECTIVE SENIOR SPECIALIST**

**SALARY: \$42,417.85 PLUS BENEFITS**

**OPENING DATE: November 2, 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 Health Services/Adult Protective Services**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides adult protective services in areas of referrals, investigations, court reports, case transfers, and adult protective services as needed in emergency situations. Provides oversight and implementation to ensure that necessary procedures and documentation are secured for all eligible clients. **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:**

Associate's Degree in Counseling or related field plus three years work experience providing social services; or Bachelor's degree in Counseling or related field plus two years experience in psychiatry, counseling, social services, corrections or law enforcement;

—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 offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check.
- Must obtain First Aid and CPR certification with (1) one year of hire.
- 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 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: **HOME HEALTH AIDE**  
SALARY: **\$9.77 per hour, plus benefits**

OPENING DATE: **November 2, 2009**

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HR/WK: Non-Exempt

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.

DEPARTMENT: **HHS/Community Health**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information to, and instructs individuals and families in health education and disease prevention. 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 work experience as a health worker, nurse aide or clinical technician.

--OR--

An equivalent combination of education and experience.

--AND--

- Bilingual - O'odham/English preferred.
- Valid Arizona driver's license with no DUI's or major traffic offenses within the past three (3) years.
- Must be able to certify in First Aid and CPR and as a Nurse Aide, Home Health Aide, or Emergency Medical Technician.
- Must successfully complete a background investigation and fingerprint check.
- Must be willing to sign a confidentiality statement up on 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) three (3) letters of reference, current resume, and copy of current Arizona driver's license** to Tohono O'odham Nation, Human Resources, P. O. Box 837, Sells, Arizona 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

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## JOB ANNOUNCEMENT

JOB TITLE: **ADULT CARE SUPERVISOR**  
SALARY: **\$37,982.57, PLUS BENEFITS**

OPENING DATE: **November 2, 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: HHS/**Senior Services**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under limited supervision supervises the Adult Care services Case Management Program within the Tohono O'odham Nation to provide quality care of enrolled members. This includes supervision of case manager and oversight of authorized services to ensure appropriate and timely delivery of services; provide consultation, staffing, and internal monitoring of cases. Develop policies and procedures which provide consultation, staffing, and internal monitoring of cases. Develop policies and procedures which meet federal guidelines and Nation requirements. Serve as liaison with providers on clients' behalf. Assign cases, approve schedules, set up in-service training, and evaluate employees. Assist Division Manger in the implementation and operation of social services provided by the 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:

Bachelor's Degree in Social Work, or Human Services, or related field. Three (3) years experience in Social Work or similar Medicare/Medicaid Program. Two (2) years management or supervisory 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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**JOB ANNOUNCEMENT**

**JOB TITLE: AUTOMOTIVE MECHANIC**  
**SALARY: \$14.50 per hour, plus benefits**

**OPENING DATE: November 2, 2009**

**CLOSING DATE: Open Until Filled**

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Natural Resources/Solid Waste Management**    **JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Ensures safe operation of the Nation's fleet vehicles and heavy machinery by performing inspection, services, and repair on vehicles and machinery, and by conducting preventive maintenance and diagnosis of mechanical and electrical problems. This list 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 certificate plus two years work experience as an auto mechanic.

--OR--

Any combination of education, training, and/or work experience which demonstrates the knowledge, skills and abilities 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 the 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 valid 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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