

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE P.O. Box 837 Sells, Arizona 85634
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PLEASE POST



APPLY NOW!

JOB ANNOUNCEMENT SUMMARY- December 8, 2008

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8158/8159	Gaming Office	Compliance Investigator (2)	Open Until Filled	\$47,371.04
8085	Gaming Office	Legal Counsel	Open Until Filled	\$102,627.35
8211	Executive	Legal Assistant	Open Until Filled	\$36,609.70
8005	Treasurer's Office	Internal Auditor	Open Until Filled	\$49,147.45
8106	Veterans Affairs	Secretary	Open Until Filled	\$11.33 hour

General Support Services

8011/8012 8013	Accounting	Accounting Clerk (3)	Open Until Filled	\$10.26 hour
8108	Accounting	Accounts Payable Specialist	Open Until Filled	\$15.62 hour
8180	Accounting	Assistant Controller	Open Until Filled	\$71,020.23
8009/8010	Accounting	Inventory Technician (2)	Open Until Filled	\$11.33 hour
8178	Accounting	Office Support Worker	Open Until Filled	\$10.01 hour
8014	Accounting	Property & Supply Technician	Open Until Filled	\$14.15 hour
8163	Accounting	Payroll Technician	Open Until Filled	\$12.50 hour
8003	Attorney General	Legal Assistant	Open Until Filled	\$36,609.70
8087/8091	DoIT	Systems Administrator (2)	Open Until Filled	\$49,147.45
8088	DoIT – NEW	Project Manager	Open Until Filled	\$42,417.85
8089	DoIT – NEW	Purchasing Agent	Open Until Filled	\$37,982.57
8149	Human Resources	Claims Analyst	Open Until Filled	\$37,982.57
8147	Human Resources	Human Resources Analyst	Open Until Filled	\$39,406.91
8152	Human Resources	Licensing Technician	Open Until Filled	\$16.41 hour
8153	Human Resources	Safety Coordinator	Open Until Filled	\$18.11 hour
8150	Human Resources	Insurance Manager	Open Until Filled	\$52,902.63
8154	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
8272	Human Resources – NEW	Receptionist	Open Until Filled	\$10.01 hour
8274	Facility Management – NEW	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
8102/8103 8105	Motor Pool	Automotive Mechanic (3)	Open Until Filled	\$14.50 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
Membership Services				
8066	Enrollment	Enrollment Clerk	Open Until Filled	\$10.01 hour
8269	Hia-Ced O'odham Program	Administrative Secretary	Open Until Filled	\$12.51 hour
Department of Human Services				
8127	Administration	Administrative Assistant	Open Until Filled	\$14.15 hour
8117	Adult Protective Services	Adult Protective Administrator	Open Until Filled	\$63,594.24
8118	Adult Protective Services	Administrative Assistant	Open Until Filled	\$14.15 hour
8119	Adult Protective Services	Receptionist	Open Until Filled	\$10.01 hour
8076-77	Behavioral Health	Billing Technician (2)	Open Until Filled	\$12.82 hour
8268	Behavioral Health	Counselor III	Open Until Filled	\$18.95 hour
8115	Child Welfare	Child Welfare Division Administrator	Open Until Filled	\$63,594.24
8213	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
8110	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$42,417.85
8111/8112	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73
8164	Community Health	AHCCCS Billing Technician	Open Until Filled	\$12.82 hour
8173	Community Health	Driver (O'odham in Mexico)	Open Until Filled	\$11.61 hour
8169	Community Health	Home Health Aide	Open Until Filled	\$9.77 hour
8170-8172	Community Health	Home Health Nurse (3)	Open Until Filled	\$47,371.04
8166/8167 8168	Community Health	Community Health Representative (3)	Open Until Filled	\$13.47 hour
8165	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
8035	Family Assistance	Administrative Secretary	Open Until Filled	\$12.50 hour
8041	Family Assistance	Secretary	Open Until Filled	\$11.33 hour
8046	Health Transportation	Driver (Occasional)-(1)San Xavier	Open Until Filled	\$11.90 hour
8202	HOPP	Gym Attendant – (1) Al Jek	Open Until Filled	\$11.61 hour
8121	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hour
8124	Management of Health	Program Development Manager	Open Until Filled	\$61,295.65
8122	Management of Health - NEW	Administrative Secretary	Open Until Filled	\$12.51 hour
8004/8026 8229	Senior Services	ALTCS Case Manager (3)	Open Until Filled	\$37,982.57
8215-16	Senior Services	Client Services Specialist (2)	Open Until Filled	\$13.47 hour
8078	Senior Services	Resource/Activities Coordinator	Open Until Filled	\$15.62 hour
8208	Senior Services	Senior Services Aide (Part-Time)	Open Until Filled	\$8.22 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8116	Special Needs	Office Support Worker (Occasional)	Open Until Filled	\$10.01 hour
8264	Children's Group Home	Group Home Worker	Open Until Filled	\$10.78 hour

Department of Education

8228	Early Childhood	Center Coordinator	Open Until Filled	\$36,609.70
8266	Recreation	Division Manager for Recreation	Open Until Filled	\$52,902.63
8259	Recreation	Recreation Aide – <i>Al Jek</i>	Open Until Filled	\$8.85 hour
8260/8261	Recreation	Receptionist – <i>Hickiwan & Al Jek</i>	Open Until Filled	\$10.10 hour
8263	Recreation	LG/Water Safety Instructor – <i>San Xavier</i>	Open Until Filled	\$10.52 hour
8257	Vocational Rehab.	Voc. Rehab. Technician	Open Until Filled	\$12.20 hour
8256	Vocational Rehab.	Administrative Secretary	Open Until Filled	\$12.51 hour

Planning/Economic Development

8017	Administration	Grant Writer Supervisor	Open Until Filled	\$50,990.48
8019	Administration	Planner I	Open Until Filled	\$39,406.91
8018	Administration	Planner Supervisor	Open Until Filled	\$63,594.24
8002	Administration	Secretary	Open Until Filled	\$11.33 hour
8016	Administration	Administrative Assistant	Open Until Filled	\$14.15 hour
8140	Planning/Realty	Secretary	Open Until Filled	\$11.32 hour
8141	Planning/Realty	Realty Officer	Open Until Filled	\$56,944.72
8059	Planning/Leasing Office	Accounting Technician	Open Until Filled	\$12.51 hour
8061/8062	Planning/Leasing Office	Building & Grounds Worker (2)	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
8275	Planning/Leasing Office – NEW	Manager	Open Until Filled	\$52,902.63
8120	Planning/San Simon Health Clinic Staff Housing Administration	Building and Grounds Worker	Open Until Filled	\$9.53 hour
8021	Planning/San Simon Health Clinic Staff Housing Administration	Facility Management Technician II	Open Until Filled	\$13.14 hour

Department of Natural Resources

8024	Natural Resources	Natural Resources Technician	Open Until Filled	\$19.50 hour
8023	Soil & Water Conservation	Secretary	Open Until Filled	\$11.32 hour
8055	Solid Waste Management	Assistant Manager	Open Until Filled	\$36,609.70
8056	Solid Waste Management	Solid Waste Supervisor	Open Until Filled	\$42,417.85

<u>HRO210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2009 SALARY</u>
8030	Water Resources Study	Hydrologist	Open Until Filled	\$52,902.63
Department of Public Safety				
8196/8220	Law Enforcement	Administrative Assistant (2)	Open Until Filled	\$14.15 hour
8221	Law Enforcement	Administrative Manager	Open Until Filled	\$50,990.48
8218	Law Enforcement	Assistant Chief of Police	Open Until Filled	\$79,313.37
8222	Law Enforcement	Police Lieutenant	Open Until Filled	\$68,453.23
8223	Law Enforcement	Corrections Cook	Open Until Filled	\$12.82 hour
8190-8195 8210	Law Enforcement	Corrections Officer (7)	Open Until Filled	\$17.24 hour
8234-8248	Law Enforcement	Police Officer (15)	Open Until Filled	\$21.00 hour
8183/8184 8219	Law Enforcement	Public Safety Dispatcher (3)	Open Until Filled	\$14.15 hour
8182	Law Enforcement	Police Records Clerk Supervisor	Open Until Filled	\$15.24 hour
8022	Tribal Employment Rights Office	Administrative Assistant	Open Until Filled	\$14.15 hour
8025	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	\$40,884.67
8233	Law Enforcement	Receptionist	Open Until Filled	\$10.01 hour
8267	Fire	Battalion Chief	Open Until Filled	\$68,453.23

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 Monday thru Friday. If applying for any clerical positions please contact Serena Joaquin @ (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

At (520) 383-2202 or (520) 882-5057 (Tucson Line).
