

# 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 – December 21, 2009

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9196	Executive	Administrative Secretary	Open Until Filled	\$12.51 hour
9184	Prosecutor	Administrative Manager	Open Until Filled	\$40,792.38
9183	Prosecutor	Criminal Investigator	Open Until Filled	\$40,884.67
9182	Prosecutor	Prosecutor II	Open Until Filled	\$68,453.23
<b>General Support Services</b>				
9071	Facility Management	Office Support Worker	Open Until Filled	\$9.07-10.01 hour
9181	Grants and Contracts	Administrative Assistant	Open Until Filled	\$14.15 hour
9080	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hour
<b>Membership Services</b>				
9161	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hour
<b>Department of Human Services</b>				
9194/9195	Adult Protective	Cook (Occasional) (2)	Open Until Filled	\$10.52 hour
9190/9191 9192/9193	Adult Protective	Group Home Worker (Occasional) (4)	Open Until Filled	\$10.78 hour
9003/9004	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
9005	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hour
9172	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hour
9008/9129 9140/9141	Community Health	Community Health Representative (4)	Open Until Filled	\$13.47 hour
9128	Community Health	Community Health Specialist LPN	Open Until Filled	\$13.80 hour
9139	Community Health	Community Health Specialist/LPN	Open Until Filled	\$13.80 hour
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
9093—9095	Health Transportation—Site: San Simon	Health Transportation Driver (3)	Open Until Filled	\$11.90 hour
9096—9102	Health Transportation—Site: Santa Rosa	Health Transportation Driver (7)	Open Until Filled	\$11.90 hour

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2010 SALARY</u>
9145	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hour
9173	Management of Health SPF Tribal Incentive Grant	Grant Manager	Open Until Filled	\$50,990.48
9126	Senior Services	Adult Care Supervisor	Open Until Filled	\$37,982.57
9061	Special Needs	Administrative Assistant	Open Until Filled	\$14.15 hour

Department of Education

Recreation—Site: Al Jek

9054		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

Recreation—Site: Hickiwan

9108		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

Recreation—Site: Pisinemo

9055		Building and Grounds Worker	Open Until Filled	\$9.53 hour
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Recreation—Site: Sells

9052		Lifeguard (Water Safety Instructor)	Open Until Filled	\$10.52 hour
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9178/9179	Scholarship Fund	Education Assistance Specialist (2)	Open Until Filled	\$14.15 hour
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9057	Vocational Rehab	Administrative Secretary	Open Until Filled	\$12.51 hour
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9159/9160	Vocational Rehab	Vocational Rehabilitation Specialist (2)	Open Until Filled	\$15.62 hour
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Planning/Economic Development

9124	Planning/Real Property	Facilities Management Technician I	Open Until Filled	\$10.26 hour
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Department of Natural Resources

9150	Cultural Center/Museum	Facility Management Technician I	Open Until Filled	\$10.26 hour
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Department of Public Safety

9177	Environmental Protection—NEW	Environmental Technician	Open Until Filled	\$19.50 hour
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9118	Law Enforcement	Accounting Technician	Open Until Filled	\$12.51 hour
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9163	Law Enforcement	Automotive Service Worker	Open Until Filled	\$11.05 hour
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9133	Law Enforcement	Financial Crimes Investigator	Open Until Filled	\$52,926.43
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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.

**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.

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

## **OTHER EMPLOYER'S RECRUITMENT**

### **TOHONO O'ODHAM LEGISLATIVE BRANCH**

<b><u>Position</u></b>	<b><u>Closing Date</u></b>	<b><u>Salary</u></b>
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.

### **INTERMOUNTAIN CENTER FOR HUMAN DEVELOPMENT**

<b><u>Position</u></b>	<b><u>Closing Date</u></b>	<b><u>Salary</u></b>
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

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**JOB ANNOUNCEMENT**

**JOB TITLE: ENVIRONMENTAL TECHNICIAN**  
**SALARY: \$19.50 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 21, 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: DPS/Environmental Protection Office**    **JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Assists the Environmental Specialist in conducting site investigations on identified potentially hazardous waste sites and works collaboratively with team members in conducting research, performing site investigations and sampling. 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. Associate's Degree in Environmental Technology or closely related field preferred
2. Two years of work experience in the environmental field conducting clean up projects and collecting air, water, soil, and plant samples for testing

—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.

**Please keep copies for your own reference.**

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