

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 – January 18, 2011

| <u>HRO 210</u> | <u>DEPARTMENT</u> | <u>POSITION</u> | <u>CLOSING DATE</u> | <u>FY 2011 SALARY</u> |
|-------------------------------------|-----------------------|------------------------------------|---------------------|-----------------------|
| 1049 | Advocate | Advocate Attorney II/Part-Time | Open Until Filled | \$32.91 hr |
| General Support Services | | | | |
| 1083 | Human Resources | Receptionist | Open Until Filled | \$10.01 hr |
| 1225 | Grants and Contracts | General Accounting Manager | Open Until Filled | \$59,080.15 |
| Membership Services | | | | |
| 1185 | Enrollment | Enrollment Clerk | Open Until Filled | \$10.01 hr |
| 1186 | Enrollment | Records Clerk | Open Until Filled | \$11.33 hr |
| 1108 | Hia-Ced O'odham | Administrative Secretary | Open Until Filled | \$12.51 hr |
| Department of Human Services | | | | |
| 1209 | Behavioral Health | Counselor II | Open Until Filled | \$16.01 hr |
| 1169 | Behavioral Health | Treatment Coordinator I | Open Until Filled | \$40,884.67 |
| 1240 | Child Welfare | Administrative Assistant | Open Until Filled | \$14.15 hr |
| 1232 | Child Welfare | Billing Technician | Open Until Filled | \$12.82 hr |
| 1110 | Child Welfare | Child Welfare Specialist | Open Until Filled | \$37,982.57 |
| 1234/1235 | Child Welfare | Group Home Worker (2) | Open Until Filled | \$10.78 hr |
| 1032 | Health Transportation | Health Transportation Supervisor | Open Until Filled | \$35,286.46 |
| 1008-1010 | HOPP | Fitness & Nutrition Specialist (3) | Open Until Filled | \$16.41 hr |
| 1215 | Management of Health | Victim Advocate | Open Until Filled | \$34,011.04 |
| Department of Education | | | | |
| 1007 | Administration | Librarian | Open Until Filled | \$42,417.85 |
| 1223 | Early Childhood | Teacher Aide | Open Until Filled | \$10.52 hr |
| 1155 | Early Childhood | Teacher Aide/Driver | Open Until Filled | \$11.61 hr |
| 1105 | One Stop Division | Job Developer | Open Until Filled | \$14.15 hr |

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|--|--------------------------|-----------------------------------|---------------------|-----------------------|
| | Recreation – Site: | Hickiwan | | |
| 1188 | | Building and Grounds Worker | Open Until Filled | \$9.53 hr |
| 1125 | | Facility Management Technician I | Open Until Filled | \$10.26 hr |
| 1118 | | Lifeguard/Water Safety Instructor | Open Until Filled | \$10.52 hr |
| 1112 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52hr |
| 1122 | | Recreation Aide | Open Until Filled | \$8.85 hr |
| | Recreation – Site: | Menagers Dam | | |
| 1111 | | Facility Management Technician I | Open Until Filled | \$10.26 hr |
| 1114 | | Lifeguard/Youth Outreach Support | Open Until Filled | \$10.52 hr |
| 1123 | | Recreation Aide | Open Until Filled | \$8.85 hr |
| 1218 | | Recreation Facilities Coordinator | Open Until Filled | \$35,286.46 |
| | Recreation – Site: | Pisinemo | | |
| 1167 | | Facility Management Technician I | Open Until Filled | \$10.26 hr |
| 1119 | | Lifeguard/Water Safety Instructor | Open Until Filled | \$10.52 hr |
| 1121 | | Principal Lifeguard | Open Until Filled | \$11.05 hr |
| 1124 | | Recreation Aide | Open Until Filled | \$8.85 hr |
| | Recreation – Site: | San Xavier | | |
| 1192 | | Principal Lifeguard | Open Until Filled | \$11.05 hr |
| | Recreation – Site: | Sells | | |
| 1127 | | Receptionist | Open Until Filled | \$10.01 hr |
| Planning and Economic Development | | | | |
| 1187 | Administration | Building Inspector | Open Until Filled | \$19.50 hr |
| 1015 | Realty | Realty Specialist | Open Until Filled | \$39,406.91 |
| 1050 | Roads Discretionary | Civil Engineer | Open Until Filled | \$65,979.02 |
| 1097 | Real Property Management | Secretary | Open Until Filled | \$11.33 hr |
| Department of Natural Resources | | | | |
| 1182/1183 | Cultural Affairs | Cultural Affairs Technician (2) | Open Until Filled | \$11.61 hr |
| 1102 | Solid Waste Management | Diesel/Hydraulic Mechanic III | Open Until Filled | \$19.50 hr |
| 1229 | Solid Waste Management | Receptionist | Open Until Filled | \$10.01 hr |
| Department of Public Safety | | | | |
| 1091/1093 1094 | Fire | Firefighter (3) | Open Until Filled | \$41,582.24 |

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.

OPEN CONTINUOUS RECRUITMENT

| <u>DEPARTMENT</u> | <u>POSITION (S)</u> | <u>CLOSING DATE</u> | <u>FY11 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 | \$26,661.12-\$29,428.88 |

OTHER EMPLOYER'S RECRUITMENT

ARIZONA COUNSELING & TREATMENT SERVICES, L.L.C

| <u>Position</u> | <u>Closing Date</u> | <u>Salary</u> |
|-----------------|---------------------|----------------|
| Transporter | Open Until Filled | \$10-15 hr/DOE |

For additional information contact Michael Cole.
Phone (928-376-0220 x 8000, Fax (520) 466-5266 Toll Free Phone: (866)-966-0220 x 8000
13100 S. Sunland Gin Road ♦ PO Box 4872 ♦ Arizona City, AZ 85123

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

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