

# 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 – January 24, 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
<b>General Support Services</b>				
1225	Grants and Contracts	General Accounting Manager	Open Until Filled	\$59,080.15
<b>Membership Services</b>				
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
<b>Department of Human Services</b>				
1242	Behavioral Health – <i>NEW</i>	Counselor I	Open Until Filled	\$13.80 hr
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
1245	Community Health – <i>NEW</i>	Assistant Manager	Open Until Filled	\$52,902.63
1032	Health Transportation	Health Transportation Supervisor	Open Until Filled	\$35,286.46
1008/1010 1011	HOPP	Fitness & Nutrition Specialist (3)	Open Until Filled	\$16.41 hr
1243	Management of Health – <i>NEW</i>	Project Coordinator	Open Until Filled	\$49,147.45
1215	Management of Health	Victim Advocate	Open Until Filled	\$34,011.04
1246 – <i>NEW</i>	Health Transportation Service – Site: San Simon Supervisor, Health Transportation Services		Open Until Filled	\$35,286.47

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>Department of Education</b>				
1007	Administration	Librarian	Open Until Filled	\$42,417.85
1251	Early Childhood – <i>NEW</i>	Accounting Technician	Open Until Filled	\$12.51 hr
1221	Early Childhood – <i>NEW</i>	Cook (1680 hours)	Open Until Filled	\$10.52 hr
1249	Early Childhood – <i>NEW</i>	Cook Aide (1680 hours)	Open Until Filled	\$8.22 hr
1223	Early Childhood - Site: Vaya Chin	Teacher Aide (1680 hours)	Open Until Filled	\$10.52 hr
1105	One Stop Division	Job Developer	Open Until Filled	\$14.15 hr
	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
1250 – <i>NEW</i>		Recreation Aide	Open Until Filled	\$8.85 hr
1248	Scholarship Fund– <i>NEW</i>	Secretary	Open Until Filled	\$11.33 hr
<b>Planning and Economic Development</b>				
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
1226	Real Property Management – <i>NEW</i>	Building and Grounds Worker	Open Until Filled	\$9.53 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>Department of Natural Resources</b>				
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

<b>Department of Public Safety</b>				
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).



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH  
HUMAN RESOURCES OFFICE

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**JOB ANNOUNCEMENT**

JOB TITLE: **COUNSELOR I**  
SALARY: **\$13.80 per hour, plus benefits**

OPENING DATE: **January 24, 2011**

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: Human Services/**Behavioral Health**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under full supervision in developing the skills required to professionally perform the 12 core functions of a Behavioral Health Counselor. 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:**

1. Associates of Arts Degree in related behavioral health field.
2. One (1) year work experience in a related field.

--OR--

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required in completing the scope of work. (Equivalency may equal up to three (3) years of education, training and/or work experience that demonstrates the knowledge, skills and abilities)

-- AND --

- Trilingual O'odham/Spanish/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must have current CPR/First Aid Card.
- A physical examination, TB test (within 6 months of hire).
- Proof of up-date immunizations is required before the beginning of employment.
- Must successfully complete at a 6 months probation period during which incumbent will be evaluated for satisfactory job performance.
- Must successfully complete a background investigation and fingerprint check.
- Must be clear of sexual assaults or sexual molestation.
- Must sign a confidentiality statement upon hire.
- If applicant has a history of addictions, they must be clean and sober two years prior to hire and maintain sobriety the duration of employment.

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**JOB ANNOUNCEMENT**

**JOB TITLE: Assistant Manager**  
**SALARY: \$52,902.63, plus benefits**

OPENING DATE: January 24, 2011

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  
**Community Health Services**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes the strategic objective assisting the Division Manager with planning, organizing and directing administrative functions required to operate and maintain activities and services of the division of community Health. Assists with ensuring the division operates efficiently and effectively in accordance with established policies, procedures regulations and protocol. 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:**

1. Bachelor's Degree in public administration or closely related field.
2. Three (3) years of supervisory and administrative experience.

-- OR --

An equivalent combination of education training and experience that demonstrates the knowledge or skills required to complete the scope of work

-- AND --

- **Bilingual O'odham/English mandatory**
- Valid Arizona Driver's License (No DUI's or major traffic offense within the past three years).
- Must successfully complete a background and fingerprint check.
- 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 Diploma 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: PROJECT COORDINATOR**  
**SALARY: \$49,147.45, PLUS BENEFITS**

**OPENING DATE: January 24, 2011**

**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/MOH/Violence Against Women**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** The Project Coordinator is responsible for coordination, development and implementation of a service care system for women who have experienced sexual assault on the Tohono O'odham nation; services include intervention, advocacy, accompaniment, support services and related assistance. Incumbent will establish communication and collaborate with relevant Tohono O'odham nation departments and non-O'odham service providers to establish, maintain and expand programs and projects to assist victims of sexual assault. Supervise Victim Advocates who provide sexual assault advocacy, case management, and referral services, Maintains confidentiality of all privileged information. 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. Bachelor's degree in public health, social work, or related field
2. Three (3) years work experience in social work, counseling, law enforcement or related; to include one year of 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 within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check prior to employment
- 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: SUPERVISOR, HEALTH TRANSPORTATION SERVICES**  
**SALARY: \$35,286.47, plus benefits**

**OPENING DATE: January 24, 2011**

**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/ **Health Transportation Service**

**JOB LOCATION:** San Xavier, AZ

**STATEMENT OF JOB:** Accomplishes the Health Transportation Services Program's objectives by supervising the daily activities of Health Transportation Drivers, ensuring adequate staffing to meet patients' needs, routes or schedules. 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. High School Diploma or G.E.D. equivalency, and
2. Three (3) years work experience in related field, with one year of driver scheduling.

--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 violations within the past (3) years).
- Current First Aid and CPR certification.
- Motor Vehicle Record-39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).

**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 Diploma 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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**ANNOUNCEMENT**

JOB TITLE: **ACCOUNTING TECHNICIAN**  
SALARY: **\$12.51 per hour, plus benefits**

OPENING DATE: **January 24, 2011**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 15 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/Division of Early Childhood  
Development

JOB LOCATION: Sells, Arizona

STATEMENT OF JOB: Performs calculating, positing, and verifying financial transactions for use in maintaining program or department financial records. Maintains confidentiality of all privileged information. 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:**

1. High School or G.E.D. Certificate
2. Two years accounting or bookkeeping experience

--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' License (No D.U.I. or major traffic offenses within the past three (3) years)
- ◆ Must successfully complete 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, current resume, MVR-39 months, and copy of valid Arizona driver's license**, to 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: COOK (1680 hours)**  
**SALARY: \$10.52 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 24, 2011**

**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**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Education/Early Childhood**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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. High School Diploma or GED
2. Plus six months food preparation experience

—OR—

An equivalent combination of education training and experience that demonstrates the knowledge or skills required to complete the scope of work

—AND—

- Must obtain a First Aid and CPR certifications after hire.
- Must obtain a Food Handler's card after hire.
- Must be willing to sign a confidentiality statement.
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass 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, copy of Diploma and/or transcripts, MVR-39 Month Report, 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: COOK AIDE (1680 Hours)**  
**SALARY: \$8.22, PLUS BENEFITS**

**OPENING DATE: January 24, 2011**

**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/Head Start**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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. High School Diploma

—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.
- Must obtain a Food Handler's Card, CPR, and First Aid Certification, after hire.
- 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: RECREATION AIDE**  
**SALARY: \$8.85 per hour, plus benefits**

**OPENING DATE: January 24, 2011**      **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 Center**      **JOB LOCATION:** Sells, AZ

**STATEMENT OF JOB:** Assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth. The listed tasks are **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by position in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or G.E.D. certificate
2. One year experience organizing recreational activities.

-- 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 a background investigation and fingerprint check.
- Become certified in First Aid and CPR. May be obtained after 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 and a 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.**

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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 a "Alcohol/Drug Free Work Place.**



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**JOB ANNOUNCEMENT**

**JOB TITLE: SECRETARY**  
**SALARY: \$9.77—\$11.33 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 24, 2011**

**CLOSING DATE: Open Until Filled**

**NOTE: \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Secretary level is met. Clerical testing is required to determine appropriate level.**

*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/Scholarship**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Contributes to the department's effectiveness by performing a variety of secretarial and clerical duties. Maintains confidentiality of all privileged information. 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. High School Diploma or GED certificate
2. Plus one (1) year of clerical 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 within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Clerical skills: (**must be tested** or provide a certificate indicating skill level from an accredited business school or agency)  
 Typing 35 wpm    Math 40%    Grammar 40%    Records Management 40%    Spelling 40%

**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 Diploma and/or transcripts, MVR-39 Month Report, 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: Building and Grounds Worker**  
**SALARY: \$9.53 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 24, 2011**

**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: Planning/Real Property Management**

**JOB LOCATION: Sells, 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:**

1. High School Diploma or GED
2. 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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