

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 – APRIL 4, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1137	Gaming	Gaming Inspector	Open Until Filled	\$17.24 hr
1293	Gaming-NEW	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
General Support Services				
1000	Accounting	Accounting Specialist	Open Until Filled	\$15.62 hr
1277	Accounting	Accounts Payable Specialist	Open Until Filled	\$15.62 hr
1006	Accounting	Office Support Worker	Open Until Filled	\$10.01 hr
1290	DoIT	Call Center Technician	Open Until Filled	\$11.61 hr
1146	DoIT- RE-ADVERTISED	Systems Administrator	Open Until Filled	\$49,147.45
1079	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hr
1204	Human Resources	Human Resources Analyst	Open Until Filled	\$39,406.91
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
Department of Human Services				
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1156	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hr
1021/1022	Community Health	Community Health Representative (2)	Open Until Filled	\$13.47 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1032	Health Transportation Service – Site: Ak Chin Supervisor, Health Transportation Services		Open Until Filled	\$35,286.47
1246	Health Transportation Service – Site: San Simon Supervisor, Health Transportation Services		Open Until Filled	\$35,286.47
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Human Services				
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15
1268	Management of Health	Community Prevention Specialist	Open Until Filled	\$34,011.04
1272	Senior Services	Secretary	Open Until Filled	\$11.33 hr
Department of Education				
1251	Early Childhood	Accounting Technician	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 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
1122		Recreation Aide	Open Until Filled	\$8.85 hr
	Recreation – Site: Menagers Dam			
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
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
1292-NEW		Lifeguard/Youth Outreach Support	Open until Filled	\$10.52 hr
1248	Scholarship Fund	Secretary	Open until Filled	\$11.33 hr
Planning and Economic Development				
	Real Property Management – Site: San Simon			
1097		Secretary	Open Until Filled	\$11.33 hr
1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65,979.02
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
Department of Public Safety				
1269	Corrections	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1274	Environmental Protection Office	Solid Waste Compliance Inspector III	Open Until Filled	\$39,406.91
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr
1265	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	\$40,884.67

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 **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. 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
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

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

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: LEGAL COUNSEL/PART TIME

SALARY: \$51,313.68 PLUS BENEFITS

OPENING DATE: APRIL 4, 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: Executive/Gaming

JOB LOCATION: Tucson, AZ

STATEMENT OF JOB: Provide legal advice and representation to the Gaming Office. Represent the Gaming Office in all legal proceedings, and in other matters that affect the legal interests of the Nation's Gaming Office. 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:

Juris Doctorate required plus eight years experience. Member of the State Bar of Arizona. No felony convictions or misdemeanor convictions within three years. Must obtain a certification by the Arizona Department of Gaming and a Regulatory license by the Tohono O'odham Nation.

—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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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place."



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JOB ANNOUNCEMENT

No Advertising

JOB TITLE: SYSTEMS ADMINISTRATOR
SALARY: \$49,147.45, PLUS BENEFITS

OPENING DATE: APRIL 4, 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: GSS/Department of Information and Technology

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures the effective and efficient operation of local area network hardware and software. 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 Computer Science, Information Systems or related field
2. Plus two (2) years related work experience in network administration

—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

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: LIFEGUARD/YOUTH OUTREACH SUPPORT

SALARY: \$10.52 PER HOUR, PLUS BENEFITS

OPENING DATE: APRIL 4, 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

JOB LOCATION: San Xavier, AZ

STATEMENT OF JOB: Under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations; conducts swimming and water safety classes. Conducts outreach activities to publicize youth activities at the recreation centers providing transportation as needed. 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 General Education Diploma
 2. Six months organizing youth-related activities and/or working as a lifeguard
- AND—
- Current Lifeguard, CPR, First Aid and Water Safety Instructor certificates.
 - 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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