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 – September 12, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	$51,313.68
1423-*NEW*	Executive	Legal Assistant	Open Until Filled	$36,609.70
General Support Services				
1202	Accounting	Purchasing Technician	Open Until Filled	$12.82 hr
1148	DoIT	PC Technician	Open Until Filled	$15.24 hr
1280	Grants and Contracts	Office Support Worker	Open Until Filled	$10.01 hr
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	$14.50 hr
1337	Motor Pool	Secretary	Open Until Filled	$11.33 hr
Membership Services				
1344	Election	Election Clerk	Open Until Filled	$10.01 hr
1135	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	$13.47 hr
1186-*NEW*	Membership	Records Clerk	Open Until Filled	$11.33 hr
Department of Planning				
1384	Economic Development	Economic Development Specialist	Open Until Filled	$44,008.51
Department of Human Services				
1377	Adult Protective Services	Adult Protective Senior Specialist	Open Until Filled	$42,417.85
1364	Adult Protective Services	Family Preservation Specialist	Open Until Filled	$32,781.73
1294/1295	Adult Protective Services	Group Home Worker / Occasional (2)	Open Until Filled	$10.78 hr
1370	Behavioral Health	Counselor I	Open Until Filled	$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	$39,406.91
1369	Behavioral Health	Office Support Worker	Open Until Filled	$10.01 hr
1365	Community Health	Community Health Representative	Open Until Filled	$13.47 hr
1357/1420-*NEW*	Community Health	Dialysis Patient Advocate (2)	Open Until Filled	$9.77 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Human Services				
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	$47,371.04
1333	Community Health	Office Support Worker	Open Until Filled	$10.01 hr
1361	Management of Health SPF Tribal Incentive Grant	Community Prevention Specialist	Open Until Filled	$34,011.04
1419-*NEW*	Senior Services	Community Home Worker	Open Until Filled	$9.07 hr
Department of Education				
1349	Early Childhood	Health Specialist	Open Until Filled	$16.00 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	$8.22 hr
	Early Childhood-Site: Vaya Chin			
1348		Teacher	Open Until Filled	$16.00 hr
1106	One Stop	Program Specialist	Open Until Filled	$13.47 hr
	Recreation – Site: Hickiwan			
1118		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
	Recreation – Site: Menagers Dam			
1383		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 hr
1123		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: Pisinemo			
1121		Principal Lifeguard	Open Until Filled	$11.05 hr
1167		Facility Management Technician I	Open Until Filled	$10.26 hr
1217		Recreation Facilities Coordinator	Open Until Filled	$35,286.46
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open Until Filled	$11.05 hr
	Recreation – Site: Sells			
1367		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
Department of Natural Resources				
1378	Cultural Center Museum	Museum Specialist I	Open Until Filled	$32,781.73
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 hr
1379	Well Maintenance	Well Repairer Assistant	Open Until Filled	$10.78 hr
Department Water Resources				
1381	Water Resources	Hydrology Technician Assistant	Open Until Filled	$16.00 hr
Department of Public Safety				
1350	Fire	Wildland Firefighter	Open Until Filled	$13.80 hr
1351-1355	Fire	Wildland Firefighter/Occasional (5)	Open Until Filled	$13.80 hr
1362	Law Enforcement	Administrative Assistant	Open Until Filled	$14.15 hr
1421-*NEW*	Tribal Employment Rights Office	Administrative Assistant	Open Until Filled	$14.15 hr

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

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
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

OTHER EMPLOYER'S RECRUITMENT

Sunnyside Unified School District

Position	Closing Date	Salary
Secretary II	Open Until Filled	$10.54 hr

Must submit online application at **www.susd12.org**. **For additional information contact Denia Ruiz:** Phone (520) 545-2004

Tohono O'odham Ki:Ki Association

Position	Closing Date	Salary
Accounts Payable	Open Until Filled	$13.46 hr
Information Technology Specialist	Open Until Filled	$19.23 hr
Warehouse Technician	Open Until Filled	$15.00 hr
Procurement Specialist	Open Until Filled	$45,000.00

For a complete job listing or for additional information contact Damascus Francisco or Gabriela Landavazo
Phone (520) 383-2202 ♦ PO Box 790 ♦ Sells, AZ 85634

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JOB ANNOUNCEMENT

JOB TITLE: **LEGAL ASSISTANT**
SALARY: **$36,609.70 PLUS BENEFITS**

OPENING DATE: **September 12, 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/**Office of the Chairman & Vice Chairwoman** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances legal staff or attorney's effectiveness and conserves attorney's time by administrating cases, preparing documents; managing calendars, researching issues, and serving clients. 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. Associate's Degree
2. Four (4) years experience as a legal secretary

—OR—

Equivalent combination of education and experience

—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
- Must be able to type at least 50 wpm and demonstrate proficiency in grammar, spelling, and math.

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, 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: **RECORDS CLERK**
SALARY: **$11.33, PLUS BENEFITS**

OPENING DATE: **September 12, 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: Membership/**Enrollment** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: To ensure the timeliness and accuracy of maintaining accurate databases for Enrollment active files; receiving, reviewing and preparing required documentation and reports in compliance with the established policies and procedures. The Class Specification as Records Clerk remains in effect; this position description includes tasks specified to the Enrollment 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:

1. High School Diploma or GED
2. Two years in administrative operations

—OR—

Equivalent combination of education and experience

—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 be willing to sign a confidentiality statement upon hire.
- Must successfully complete and pass a background investigation and fingerprint check
- Must be able to demonstrate clerical proficiency as follows:

Typing 30 wpm Grammar 30% Spelling 30% Math 30%

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, 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: **DIALYSIS PATIENT ADVOCATE**
SALARY: **$9.77 PLUS BENEFITS**

OPENING DATE: **September 12, 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: HHS/**Community Health Services** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides information to and assists dialysis patients with their medical needs. 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. Six months experience as a nurse's aide

—OR—

Equivalent combination of education and experience

—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, 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: **COMMUNITY HOME WORKER**
SALARY: **$9.07, PLUS BENEFITS**

OPENING DATE: **September 12, 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: HHS/**Senior Services** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Makes home visits to perform domestic services and other needed assistance for the elderly and disabled, as assigned by the case manager according to established policies and procedures. 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. Six months experience in providing domestic services or care for senior or disabled which must include preparing meals.

—OR—

Equivalent combination of education and experience

—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, 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: **ADMINISTRATIVE ASSISTANT**
SALARY: **$14.15, PLUS BENEFITS**

OPENING DATE: **September 12, 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: DPS/**TERO** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. 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
2. Three (3) years administrative or secretarial experience

—OR—

Equivalent combination of education and experience

—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
- Must be able to demonstrate clerical proficiency as follows:

Typing 45 wpm Grammar 55% Spelling 55% Math 55%

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