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 – November 08, 2010

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1049	Advocate – *NEW*	Advocate Attorney II/Part-Time	Open Until Filled	$32.91 hr
1103	Gaming	Administrative Assistant	Open Until Filled	$14.15 hr
General Support Services				
1000	Accounting	Accounting Specialist	Open Until Filled	$15.62 hr
1005	Accounting	Administrative Assistant	Open Until Filled	$14.15 hr
1003	Accounting	Principal Accountant	Open Until Filled	$44,008.51
1101	Accounting	Property & Supply Technician	Open Until Filled	$14.15 hr
1002	Accounting	Senior Accountant	Open Until Filled	$49,147.45
1144	DoIT	Network Administrator	Open Until Filled	$49,147.45
1145-1147	DoIT	Systems Administrator (3)	Open Until Filled	$49,147.45
1054	Grants & Contracts	Accountant	Open Until Filled	$40,884.67
1055	Grants & Contracts	Sr. Contracts Specialist	Open Until Filled	$49,147.45
1031	Human Resources	Human Resources Analyst	Open Until Filled	$39,406.91
Membership Services				
1108	Hia-Ced O'odham – NEW	Administrative Secretary	Open Until Filled	$12.51 hr
Department of Human Services				
1169	Behavioral Health – *NEW*	Treatment Coordinator I	Open Until Filled	$40,884.67
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	$37,982.57
1037-1041	Health Transportation – Site:	Ak Chin Health Transportation Driver (5)	Open Until Filled	$11.90 hr
1036	Health Transportation – Site:	San Lucy Health Transportation Driver	Open Until Filled	$11.90 hr
1033/1034	Health Transportation – Site:	Sells Health Transportation Driver (2)	Open Until Filled	$11.90 hr
1032	Health Transportation	Health Transportation Supervisor	Open Until Filled	$35,286.46
1012	HOPP	Data Entry Technician	Open Until Filled	$11.33 hr
1008-1011	HOPP	Fitness & Nutrition Specialist (4)	Open Until Filled	$16.41 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1141	Management of Health	Administrative Assistant	Open Until Filled	$14.15 hr
1171	Senior Services – *NEW*	Senior Services Manager	Open Until Filled	$49,147.45

Department of Education

1155	Early Childhood – *NEW*	Teacher Aide/Driver	Open Until Filled	$11.61 hr
1107	One Stop Division	Assistant Division Manager	Open Until Filled	$39,406.91
1105	One Stop Division	Job Developer	Open Until Filled	$14.15 hr
	Recreation – Site: Hickiwan			
1125		Facility Management Technician I	Open Until Filled	$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
1112/1113		Lifeguard/Youth Outreach Support (2)	Open Until Filled	$10.52 hr
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
	Recreation – Site: Pisinemo			
1115		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 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: Sells			
1117		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 hr
1152		Principal Lifeguard	Open Until Filled	$11.05hr
1153		Building & Grounds Worker	Open Until Filled	$9.53 hr
1157	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	$15.62 hr

Planning and Economic Development

1015	Realty	Realty Specialist	Open Until Filled	$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	$65, 979.02
	Real Property Management - Site: San Simon			
1096		Facility Management Technician I	Open Until Filled	$10.26 hr
1077	Real Property Management – *NEW*	Building & Grounds Worker	Open Until Filled	$9.53 hr
1097	Real Property Management – *NEW*	Secretary	Open Until Filled	$11.33 hr

Department of Natural Resources

1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 hr

Department of Public Safety

1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	$19.99 hr
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	$19.50 hr
1142	Corrections	Corrections Building & Grounds Worker	Open Until Filled	$12.51 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 **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

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
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

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: **ADVOCATE ATTORNEY II PART-TIME**
SALARY: **$32.91 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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, Part-Time HRS/WK: Exempt, Part-time

DEPARTMENT: Executive/**Advocate** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides the highest quality legal representation of tribal or non-tribal members in civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws. 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. Juris Doctor from an accredited law school and admission to a state bar
2. Plus four (4) years of professional legal experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Admission to the State Bar of Arizona must be obtained within 18 months.
- No felony convictions within ten years or misdemeanor convictions within three years
- 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 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: **ADMINISTRATIVE SECRETARY**
SALARY: **$12.51 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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/**Hia Ced O'odham** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and administrative 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
2. Plus two years administrative or secretarial 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: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
  Typing 40 wpm Spelling 50% Grammar 50% Math 50%

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: **TREATMENT COORDINATOR I**
SALARY: **$40,884.67, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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/**Behavioral Health** JOB LOCATION: **Sells, AZ**

STATEMENT OF JOB: Coordinates treatment for clients in the Day Program with severe psychological disorders providing counseling, case management and client support services according to established policies and procedures. Maintains confidentiality of all privileged information. 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:
Bachelor's degree in social services or behavior health plus three years professional work experience in a clinical setting assessing and treating psychological disorders.

-- OR --

Equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English *preferred.*
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years.)
- Must successfully complete a background investigation and fingerprint check, and 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, 3 letters of reference, and a copy of 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.

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JOB ANNOUNCEMENT

JOB TITLE: **SENIOR SERVICES MANAGER**
SALARY: **$49,147.45, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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: Health and Human Services/**Senior Services** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes the Senior Services division strategic objectives by planning, organizing and directing all functions required to operate and maintain activities and services. Ensures the Senior Services Division operates efficiently and effectively in accordance with established policies, procedures, regulations, and protocol. *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 Social Work or closely related field; and
2. Five years progressive experience in providing social and administrative services;

—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: **TEACHER AIDE/DRIVER**
SALARY: **$11.61 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 01, 2010** 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
(This position is budgeted for 1680 hours)

DEPARTMENT: Education/**Early Childhood** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Transports individuals to and from designated activities safely and efficiently. Assist teachers 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 GED
2. Plus one year related work experience in caring for infants and toddlers

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Commercial Driver's License required
- Willing to enroll in Child Development Associate (CDA) courses to seek CDA credential
- Current First Aid and CPR certification. May be obtained after hire.
- Current Food Handler's card. May be obtained after hire.
- Must satisfy health requirements as defined by the Head Start federal program standards.
- 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 willing to sign a confidentiality statement upon hire.

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JOB ANNOUNCEMENT

JOB TITLE: **BUILDING AND GROUNDS WORKER**
SALARY: **$9.53 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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. Plus six (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 within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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JOB ANNOUNCEMENT

JOB TITLE: **SECRETARY**
SALARY: **11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 08, 2010** 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.**

STATUS: Probationary/Permanent, Full-Time HRS/WK: Non-Exempt

DEPARTMENT: Planning/**Real Property Management** 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
2. Plus one year of clerical 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 with the past three (3) years.)
- 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 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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