

# 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)



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**APPLY NOW!**

## JOB ANNOUNCEMENT SUMMARY – November 15, 2010

<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
1103	Gaming	Administrative Assistant	Open Until Filled	\$14.15 hr
<b>General Support Services</b>				
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
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
1056	Facility Management – <i>NEW</i>	Facility Management Technician III	Open Until Filled	\$14.50 hr
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
1190	Property & Supply – <i>NEW</i>	Inventory Technician	Open Until Filled	\$11.33 hr
<b>Membership Services</b>				
1185	Enrollment – <i>NEW</i>	Enrollment Clerk	Open Until Filled	\$10.01 hr
1186	Enrollment – <i>NEW</i>	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>				
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
1172	Health Transportation – Site: San Lucy – <i>NEW</i>	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hr
1173/1174	Health Transportation – Site: San Xavier – <i>NEW</i>	Health Transportation Driver (Occasional) (2)	Open Until Filled	\$11.90 hr
1175-1178	Health Transportation – Site: Sells – <i>NEW</i>	Health Transportation Driver (Occasional) (4)	Open Until Filled	\$11.90 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
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
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hr
1171	Senior Services	Senior Services Manager	Open Until Filled	\$49,147.45

<b>Department of Education</b>
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1007	Administration – <i>NEW</i>	Librarian	Open Until Filled	\$42,417.85
1155	Early Childhood	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
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				
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				
1152		Principal Lifeguard	Open Until Filled	\$11.05 hr
1157	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hr

<b>Planning and Economic Development</b>
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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	Building & Grounds Worker	Open Until Filled	\$9.53 hr
1097	Real Property Management	Secretary	Open Until Filled	\$11.33 hr

<b>Department of Natural Resources</b>
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1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
1179	Solid Waste Management – <i>NEW</i>	Solid Waste Foreman	Open Until Filled	\$17.24 hr

<b>Department of Public Safety</b>
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1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	\$41,582.24
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**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

**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: FACILITY MANAGEMENT TECHNICIAN III**

**SALARY: \$14.50 PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 15, 2010**

**CLOSING DATE: 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: GSS/Facility Management**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Under minimal supervision, responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment 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 four (4) years facilities and maintenance 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

**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.

**Please keep copies for your own reference.**

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**JOB ANNOUNCEMENT**

**JOB TITLE: INVENTORY TECHNICIAN**  
**SALARY: \$11.33 per hour, plus benefits**

**OPENING DATE: November 15, 2008**

**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:** GSS/Property and Supply

**JOB LOCATION:** Sells, Arizona

**STATEMENT OF JOB:** Performs the inventory data entry processing function for fixed assets timely and accurately. Processes purchase orders through the receiving function to capture assets for tagging. Maintains accurate inventory records and receives stores, and issues materials, supplies, merchandise or tools in accordance to department policy and procedure. 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/G.E.D. Certificate.
2. Two (2) years inventory, administrative or office experience.

--OR--

An 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.

**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, 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: ENROLLMENT CLERK**  
**SALARY: \$10.01 PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 15, 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, Forty (40)

**DEPARTMENT:** Enrollment Office

**JOB LOCATION:** Sells, AZ

**STATEMENT OF JOB:** Under general supervision, process enrollment applications for individuals who are applying for tribal membership. Maintain 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 Diploma or G.E.D. Certificate.
2. One (1) year administrative or secretarial experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)  
 Typing 30 w.p.m. Grammar 40% Spelling 40% Math 40% Records Management 40%  
 -- AND --
  - Bilingual O'odham/English (preferred)
  - Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).

**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, copy of high school diploma/GED, and, copy of 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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**JOB ANNOUNCEMENT**

**JOB TITLE: RECORDS CLERK**  
**SALARY: \$11.33 per hour, plus benefits**

**OPENING DATE: November 15, 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. **\*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:** 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. These 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 Diploma or G.E.D. equivalency.
2. Two (2) years in administrative operations.
3. Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).

Typing 30pm    Math 30%    Grammar 30%    Records Management 30%    Spelling 30%

-- OR --

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

-- AND --

- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Bilingual O'odham/English preferred
- 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 and copy of current 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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**JOB ANNOUNCEMENT**

**JOB TITLE: LIBRARIAN**  
**SALARY: \$42,417.85, PLUS BENEFITS**

**OPENING DATE: November 15, 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: Education**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Promotes knowledge and education to the Tohono O'odham Nation by accomplishing the Library's strategic objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services. 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 Library Science or related field; and
2. Two years experience in library administration;

—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 a background 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, 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: **SOLID WASTE FOREMAN**  
 SALARY: **\$17.24 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 15, 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: **NR/Solid Waste Management**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Supervises, directs, and coordinates the activities of the workers engaged in the Undocumented Migrant (UDM) clean-up and other assigned clean up jobs throughout the Nation in accordance with established guidelines and safety procedures. Maintains the cleanliness of areas identified as UDM sites throughout the Tohono O'odham Nation by collecting and sorting refuse, cleaning up UDM sites and other areas according to established departmental codes, regulations, 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. Two (2) years of experience with solid waste
3. One (1) year supervisory experience

—OR—

An 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: HEALTH TRANSPORTATION DRIVER (OCCASIONAL), (7 Positions)**

**SALARY: \$11.90 PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 15, 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:** HHS/Health Transportation

**JOB LOCATION:**

**San Lucy, AZ #1172**

**San Xavier, AZ (2) #1173/1174**

**Sells, AZ (4) #1175-1178**

**STATEMENT OF JOB:** Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. 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:**

High School Diploma or GED plus two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire and be CPR Certified or complete basic CPR/First-Adie training within six (6) months of employment.

**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 reference letters, MVR-39 months, 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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