

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 22, 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
General Support Services				
1003	Accounting	Principal Accountant	Open Until Filled	\$44,008.51
1002	Accounting	Senior Accountant	Open Until Filled	\$49,147.45
1056	Facility Management	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	Inventory Technician	Open Until Filled	\$11.33 hr
Membership Services				
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
Department of Human Services				
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	Health Transportation Driver (Occasional)	Open Until Filled	\$11.90 hr
1173/1174	Health Transportation – Site: San Xavier	Health Transportation Driver (Occasional) (2)	Open Until Filled	\$11.90 hr
1175-1178	Health Transportation – Site: Sells	Health Transportation Driver (Occasional) (4)	Open Until Filled	\$11.90 hr
1032	Health Transportation	Health Transportation Supervisor	Open Until Filled	\$35,286.46
1008-1011	HOPP	Fitness & Nutrition Specialist (4)	Open Until Filled	\$16.41 hr
1171	Senior Services	Senior Services Manager	Open Until Filled	\$49,147.45

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Education				
1007	Administration	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				
1188		Building and Grounds Worker – <i>NEW</i>	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
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				
1167		Facility Management Technician I- <i>NEW</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 – <i>NEW</i>				
1192		Principal Lifeguard	Open Until Filled	\$11.05 hr
1194	T.O.N. Youth Council – <i>NEW</i>	Youth Services Worker	Open Until Filled	\$9.07 hr
1157	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hr

Planning and Economic Development

1187	Administration – <i>NEW</i>	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
1077	Real Property Management	Building & Grounds Worker	Open Until Filled	\$9.53 hr
1097	Real Property Management	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
1179	Solid Waste Management	Solid Waste Foreman	Open Until Filled	\$17.24 hr

Department of Public Safety

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

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

JOB ANNOUNCEMENT

JOB TITLE: BUILDING AND GROUND WORKER

SALARY: \$9.53 P/HR, PLUS BENEFITS

OPENING DATE: November 22, 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: Education/Recreation

JOB LOCATION: Hickiwan, 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:

High School Diploma or GED plus 6 months custodial services experience; or equivalent combination of education and experience. Valid Arizona Driver's License. (No DUI's or major traffic offenses within the past three (3) years.)

1. High School Diploma or GED; plus
2. Six (6) months custodial services 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.)

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.

Please keep copies for your own reference.

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JOB ANNOUNCEMENT

JOB TITLE: FACILITIES MANAGEMENT TECHNICIAN I
SALARY: \$10.26 per hour, plus benefits

OPENING DATE: November 22, 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: Education/ **Recreation**

JOB LOCATION: Pisinemo, AZ

STATEMENT OF JOB: Under direct 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 position in this class.

MINIMUM QUALIFICATIONS:

1. High School Diploma or G.E.D. certificate.
2. Six (6) months facilities and maintenance experience.

--OR--

An equivalent combination of education and experience.

-- AND --

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

JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL LIFEGUARD
SALARY: \$11.05 per hour, plus benefits

OPENING DATE: November 22, 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: Education/ **Recreation Center**

JOB LOCATION: **San Xavier**

STATEMENT OF JOB: Under general supervision, provides direction to the lifeguards and ensures the safety and maintenance of the pool areas and equipment. Promotes safety rules and regulations. 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. At least six months full time work experience as a lifeguard or supervising personnel required
 -- AND --
- CPR, First Aid and Emergency Water Safety certificate required.
- Must successfully complete 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, MVR-39 Month Report, and copy of current 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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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: YOUTH SERVICES WORKER

SALARY: \$9.07 hour, plus benefits

OPENING DATE: November 22, 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: Education Department/
 Youth Council Office**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Plans and organizes youth related activities and events that are entertaining, and culturally and educationally valuable. Responsible for the safety and well being of each participant assigned. The listed asks are 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 one year of work experience in organizing youth-related activities.

-- OR--

An equivalent combination of education or experience with youth.

-- AND --

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic violations within the past three (3) years).
- First Aide and CPR certifications may be obtained after hire.
- Must successfully complete 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, MVR-39 Month Report, and copy of current 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: BUILDING INSPECTOR
SALARY: \$19.50 PER HOUR, PLUS BENEFITS

OPENING DATE: November 22, 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/Administration

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Performs inspections to ensure the quality of workmanship of contractors is in compliance with the Uniform Building Code and other related codes, ordinances and regulations adopted by 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. Vocational and/or trade school certification in building construction
2. Plus five (5) years construction trade work experience with extensive customer contact in the construction industry or building inspections field

—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, 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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