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 – December 06, 2010

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
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
1203	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
1031/1204	Human Resources	Human Resources Analyst (2)	Open Until Filled	$39,406.91
1083	Human Resources – *NEW*	Receptionist Switchboard Operator	Open Until Filled	$10.01 hr
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				
1209	Behavioral Health – *NEW*	Counselor II	Open Until Filled	$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	$40,884.67
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	$37,982.57
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

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
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	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
1112 – *Re-advertised*		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52hr
1122 – *Re-advertised*		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			
1167		Facility Management Technician 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			
1192		Principal Lifeguard	Open Until Filled	$11.05 hr
1194	T.O.N. Youth Council	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	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
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
Department of Public Safety				
1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	$41,582.24

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
Fire Department	Firefighter Recruits	11/29/2010 - 12/10/2010	$41,582.24

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: **Receptionist Switchboard Operator**
SALARY: **$10.01 per hour, plus benefits**

OPENING DATE: **December 06, 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: GSS/Human Resource Office JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This classification operates telephone PBX or multi-line telephone system by answering incoming calls and directs callers to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. *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:

1. High School Diploma or G.E.D. Certificate
2. Six (6) months related experience and/or training.

-- 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.

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; **three (3) letters of reference and a 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: **COUNSELOR II**
SALARY: **$16.01 per hour, plus benefits**

OPENING DATE: **December 06, 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: Human Services/Behavioral Health JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under moderate supervision employee will develop the skills required to professionally perform the 12 core functions of a Behavioral Health Counselor. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of al functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

Bachelors Degree and one year work experience in a related field.

--OR--

Associate of Arts Degree with four years work experience in a related field.

--OR--

A High School Diploma and six year work experience in a related field.

-- AND --

- Trilingual O'odham/Spanish/English preferred
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must have current CPR/First Aid Card.
- A physical examination, TB test (within 6 months of hire).
- Proof of up-date immunizations is required before the beginning of employment.
- Must successfully complete at a 6 months probation period during which incumbent will be evaluated for satisfactory job performance.
- Must successfully complete a background investigation and fingerprint check.
- Must be clear of sexual assaults or sexual molestation.
- Must sign a confidentiality statement upon hire.
- If applicant has a history of addictions, they must be clean and sober two years prior to hire and maintain sobriety the duration 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 (3) letters of reference, 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

Re-Advertised

JOB TITLE: **LIFEGUARD/YOUTH OUTREACH SUPPORT**
SALARY: **$10.52 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 06, 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**

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 GED certificate
2. At least six (6) months organizing youth-related activities and/or working as a lifeguard

—AND—

- Current Lifeguard, CPR, First Aid and Water Safety Instructor certificates required. Certifications must be obtained within six months of 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) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, **(4) current resume, three (3) Letters of Reference, copy of Diploma and/or transcripts** 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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Re-Advertised!

JOB ANNOUNCEMENT

JOB TITLE: **RECREATION AIDE**
SALARY: **$8.85 per hour, plus benefits**

OPENING DATE: **December 06, 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: Hickiwan

STATEMENT OF JOB: Assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth. 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:

High School Diploma or G.E.D. certificate plus one year experience organizing recreational activities.

-- 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 with the past three (3) years).
- Must successfully complete a background investigation and fingerprint check.
- Become certified in First Aid and CPR. May be obtained after 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 a valid 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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