

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE P.O. Box 837 Sells, Arizona 85634
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PLEASE POST



APPLY NOW! JOB ANNOUNCEMENT SUMMARY- SEPTEMBER 22, 2008

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2008 SALARY</u>
7297	Attorney General	Assistant Attorney General III	Open Until Filled	\$101,814.51
7525	Water Projects Office	Administrative Secretary	Open Until Filled	\$11.53 hour
7432	Gaming Office	Inspector Project Assistant	Open Until Filled	\$36,319.74
7013	KOHN Radio Station	Systems Administrator	Open Until Filled	\$41,253.68
7550	Prosecutor's Office	Prosecutor (Non-Attorney)	Open Until Filled	\$33,741.67
7549	Prosecutor's Office	Secretary	Open Until Filled	\$9.00-\$10.44 hr.
7348	Treasurer's Office	Internal Auditor	Open Until Filled	\$45,297.20
7319	Veterans Affairs	Coordinator	Open Until Filled	\$31,346.59
General Support Services				
7500	Accounting	Accounting Clerk	Open Until Filled	\$9.46 hour
7382/7560	Accounting	Accounting Specialist (2)	Open Until Filled	\$14.39 hour
7562	Accounting	Assistant Controller	Open Until Filled	\$65,456.44
7547	Accounting	Controller	Open Until Filled	\$85,000.00
7568	Accounting—NEW	Office Support Worker	Open Until Filled	\$9.23 hour
7377	Accounting	Payroll Technician	Open Until Filled	\$11.53 hour
7538-39/59	Accounting	Principle Accountants (3) <i>General Ledger</i>	Open Until Filled	\$40,560.85
7378/7561	Accounting	Senior Accountant (2) <i>Accounts Receivable</i>	Open Until Filled	\$45,297.20
7414/76 7305	DoIT	Systems Administrator (3)	Open Until Filled	\$41,253.68
7415	DoIT	Network Technician	Open Until Filled	\$38,324.64
7385	DoIT – READVERTISED	Project Manager	Open Until Filled	\$39,094.79
7386	DoIT – READVERTISED	Purchasing Agent	Open Until Filled	\$35,006.98
7489	Facility Management	Facilities Management Supervisor	Open Until Filled	\$35,006.98
7527	Grants & Contracts	Purchasing Agent	Open Until Filled	\$35,006.98
7575	Grants & Contracts –NEW	Accounting Clerk	Open Until Filled	\$9.45 hour

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7097 7408	Grants & Contracts	Accountant (2) <i>Accounts Receivable (1) Accountants (1)</i>	Open Until Filled	\$36,462.40
7410	Grants & Contracts	Purchasing Technician	Open Until Filled	\$11.81 hour
7326	Human Resources	Human Resources Analyst (2)	Open Until Filled	\$36,319.74
7337	Human Resources	Safety Coordinator	Open Until Filled	\$16.69 hour
7416	Human Resources	Insurance Manager	Open Until Filled	\$48,758.19
7511	Human Resources	Human Resources/Insurance Technician	Open Until Filled	\$13.04 hour
7238 7531-33	Motor Pool	Automotive Mechanic (4)	Open Until Filled	\$13.37 hour
Membership Services				
7247	Enrollment	Records Clerk	Open Until Filled	\$10.44 hour
7555	Hia-Ced O'odham Program—NEW	Administrative Secretary	Open Until Filled	\$11.52 hour
Education Department				
7130	Early Childhood	Disability Specialist	Open Until Filled	\$14.75 hour
Recreation—Site: <u>Sells:</u>				
7260/7576—NEW 7334		Lifeguard/Youth Outreach Support (2)	Open Until Filled	\$9.70 hour
		Lifeguard/Water Safety Instructor	Open Until Filled	\$9.70 hour
Recreation—Site: <u>San Xavier:</u>				
7125		Building & Grounds Worker	Open Until Filled	\$8.78 hour
7458		Principal Lifeguard	Open Until Filled	\$10.19 hour
Recreation—Site: <u>Menagers Dam:</u>				
7570		Principal Lifeguard	Open Until Filled	\$10.19 hour
7268		Facilities Management Technician I	Open Until Filled	\$9.46 hour
7435/7257/7258		Lifeguard/Youth Outreach Support (2)	Open Until Filled	\$9.70 hour
7434		Receptionist	Open Until Filled	\$9.23 hour
7252		Recreation Aide	Open Until Filled	\$8.16 hour
Recreation—Site: <u>Hickiwan:</u>				
7569		Receptionist	Open Until Filled	\$9.23 hour
7263		Lifeguard/Water Safety Instructor	Open Until Filled	\$9.70 hour
7256		Lifeguard/Youth Outreach Support	Open Until Filled	\$9.70 hour
Recreation—Site: <u>Pisinemo:</u>				
7302/7571		Lifeguard/Youth Outreach Support (2)	Open Until Filled	\$9.70 hour
7296	One Stop	Job Developer	Open Until Filled	\$13.04 hour
7333	Vocational Rehabilitation	Administrative Secretary	Open Until Filled	\$11.53 hour
7058	Vocational Rehabilitation	Vocational Rehabilitation Technician	Open Until Filled	\$11.24 hour
7509	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$14.39 hour

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Department of Human Services				
7229	Behavioral Health	Counselor I	Open Until Filled	\$12.72 hour
7517	Behavioral Health	Secretary	Open Until Filled	\$10.44 hour
7232	Behavioral Health	Prevention Grant Manager	Open Until Filled	\$46,995.84
7454	Adult Protective Division	Administrative Assistant	Open Until Filled	\$13.04 hour
7292	Child Welfare	Billing Technician	Open Until Filled	\$11.81 hour
7394/7506	Child Welfare	Child Welfare Specialist (2)	Open Until Filled	\$35,006.98
7204	Child Welfare	Child Welfare Senior Specialist	Open Until Filled	\$39,094.79
7205	Child Welfare	Division Administrator	Open Until Filled	\$58,612.21
7433/7541	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$30,213.58
7474 7148/7330	Community Health	Community Health Representative (3)	Open Until Filled	\$12.41 hour
7407	Community Health	Domestic Violence Project Manager	Open Until Filled	\$46,995.84
7144	Community Health	AHCCCS Billing Technician	Open Until Filled	\$11.81 hour
7145/7146	Community Health	Community Health Specialist/LPNs (2)	Open Until Filled	\$12.72 hour
7359	Community Health	Driver (O'odham in Mexico)	Open Until Filled	\$10.70 hour
7215	Community Health	Health Planner	Open Until Filled	\$42,081.88
7141-43	Community Health	Home Health Nurse (3)	Open Until Filled	\$43,659.95
7128	Community Health	Home Health Aide (2)	Open Until Filled	\$9.00 hour
7321	Family Assistance	Administrative Assistant	Open Until Filled	\$13.04 hour
7546	Family Assistance	Secretary	Open Until Filled	\$10.44 hour
7207	Food Distribution	Administrative Secretary	Open Until Filled	\$11.53 hour
7536	Food Distribution	Commodity Delivery Worker	Open Until Filled	\$10.70 hour
7030	Health Transportation Service	Supervisor	Open Until Filled	\$32,522.09
7518/35/ 7392	HOPP	Gym Attendant (3) Site: North Komelik, Sells, San Xavier, & Pisinemo	Open Until Filled	\$10.70 hour
7470	HOPP	Data Entry Technician	Open Until Filled	\$10.44 hour
7551	Management of Health	Administrative Manager	Open Until Filled	\$46,995.84
7080	Management of Health	ECC Project Manager—Part-time Position	Open Until Filled	\$20.48 hour
7087	Management of Health	Business Manager	Open Until Filled	\$58,612.21
7556	Senior Services	Client Services Specialist	Open Until Filled	\$12.41 hour
7530 7544/45	Senior Services—NEW	ALTCS Case Manager (3)	Open Until Filled	\$35,006.98
7520	Senior Services	Secretary	Open Until Filled	\$10.44 hour

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7218	Senior Services	Resources/Activities Coordinator	Open Until Filled	\$14.39 hour
7065	Special Needs	Family Advocate Specialist	Open Until Filled	\$30,213.58
7529	Youth Suicide Prevention Recovery Community Services	Administrative Assistant	Open Until Filled	\$13.04 hour

Planning/Economic Development

7047	San Simon Health Clinic Staff Housing Administration	Facility Management Technician II	Open Until Filled	\$12.11 hour
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Department of Natural Resources

7399	Natural Resources	Natural Resources Technician	Open Until Filled	\$15.11 hour
7428	Range Conservation Program	Heavy Equipment Operator	Open Until Filled	\$14.39 hour
7427	Range Conservation Program	Heavy Equipment Mechanic	Open Until Filled	15.89 hour
7056	Soil & Water Conservation	Secretary	Open Until Filled	\$10.19 hour
7041	Solid Waste Management	Solid Waste Supervisor	Open Until Filled	\$39,094.79
7572	Solid Waste Management	Assistant Manager	Open Until Filled	\$33,741.67
7574	Solid Waste Management—NEW	Accounting Technician	Open Until Filled	\$11.52 hour
7397	Water Resources Study	Hydrologist	Open Until Filled	\$48,758.19

Department of Public Safety

7016	Emergency Management	Risk Reduction/Hazard	Open Until Filled	\$50,586.62
7018	Environmental Protection Agency	Environmental Specialist	Open Until Filled	\$41,224.14
7528	Fire	Secretary	Open Until Filled	\$10.44 hour
7526	Fire	Firefighter	Open Until Filled	\$12.55 hour
7104-08/7124	Fire	Fire Captains (4)	Open Until Filled	\$48,758.19
7078-79	Fire	Fire Lieutenants (2)	Open Until Filled	\$42,081.88
7540	Law Enforcement	Public Safety Dispatcher	Open Until Filled	\$13.04 hour
7564	Law Enforcement	Facility Maintenance Technician III	Open Until Filled	\$13.37 hour
7522	Law Enforcement	Domestic Violence Manager	Open Until Filled	\$46,995.84
7497	Law Enforcement	Receptionist	Open Until Filled	\$9.23 hour
7174	Law Enforcement	Administrative Assistant	Open Until Filled	\$13.04 hour
7565	Tribal Employment Rights Office—NEW	Administrative Assistant	Open Until Filled	\$13.04 hour

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 another position.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY08 SALARY</u>
Police Department	Police Officer	Open Continuous	\$40,264.82
"	Corrections Officer *(CL)	Open Continuous	\$30,687.63-\$33,047.22
"	Ranger	Open Continuous	\$28,496.51
"	Public Safety Dispatcher	Open Continuous	\$24,572.45-\$27,123.39
Fire Department	Firefighter Recruits	Open Continuous	\$28,496.51
"	Firefighter	Open Continuous	\$38,324.64
Wildland	Firefighter (Seasonal)	Open Continuous	\$12.72 hour
Child Welfare	Child Welfare Specialist	Open Continuous	\$35,006.98
Child Welfare	Family Preservation Specialist	Open Continuous	\$30,213.58
Child Welfare	Group Home Workers	Open Continuous	\$9.94 hour
Facility Management	Building & Grounds Worker	Open Continuous	\$8.78 hour
Health Transportation	Health Transportation Driver	Open Continuous	\$10.97 hour
ECHS	Teacher	Open Continuous	\$14.75 hour
ECHS	Teacher Aide	Open Continuous	\$9.70 hour
Recreation	Lifeguard/Water Safety Instructor	Open Continuous	\$9.70 hour
Recreation	Lifeguard/Youth Outreach Support	Open Continuous	\$9.70 hour
Recreation	Principal Lifeguard	Open Continuous	\$9.94 hour
Recreation	Recreation Aide	Open Continuous	\$8.16 hour

CLERICAL ROSTER SERVES ALL DEPARTMENTS

Apply at Human Resources	Receptionists/Switchboard Operator	Open Continuous	\$9.23 hour
"	Office Support Worker*(CL)	Open Continuous	*\$8.36 - \$9.23 hour
"	Secretary *(CL)	Open Continuous	*\$9.00 - \$10.44 hour
"	Administrative Secretary	Open Continuous	\$11.53 hour
"	Administrative Assistant	Open Continuous	\$13.04 hour
"	Legal Secretary *(CL)	Open Continuous	*\$13.70 - \$15.12 hour

***(CL) CAREER LADDER:** If applicants do not meet minimum qualifications for an open position, the use of a career ladder may be considered. The Career Ladder is allowable for a position. A new employee will be placed and paid at a level commensurate with their skill level. As their skill level increases, so will their pay, until they meet the minimum qualifications for the position. At that time they will receive full pay for that 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 thru Friday. If applying for any clerical positions please contact Serena Joaquin @ (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.

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE
at (520) 383-2202 or (520) 882-5057 (Tucson Line).
