

# 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)



**PLEASE POST  
 APPLY NOW!**

## JOB ANNOUNCEMENT SUMMARY – August 22, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1298	Gaming	Financial Analyst	Open Until Filled	\$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
<b>General Support Services</b>				
1318	Accounting	Accounting Clerk	Open Until Filled	\$10.26 hr
1202-NEW	Accounting	Purchasing Technician	Open Until Filled	\$12.82 hr
1148	DoIT	PC Technician	Open Until Filled	\$15.24 hr
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1280	Grants and Contracts	Office Support Worker	Open Until Filled	\$10.01 hr
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	\$14.50 hr
1337	Motor Pool	Secretary	Open Until Filled	\$11.33 hr
<b>Membership Services</b>				
1344	Election	Election Clerk	Open Until Filled	\$10.01 hr
1135	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	\$13.47 hr
<b>Department of Human Services</b>				
1377	Adult Protective Services	Adult Protective Senior Specialist	Open Until Filled	\$42,417.85
1364	Adult Protective Services	Family Preservation Specialist	Open Until Filled	\$32,781.73
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	\$10.78 hr
<b>Department of Human Services</b>				
1370	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1369	Behavioral Health	Office Support Worker	Open Until Filled	\$10.01 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>Department of Human Services</b>				
1240	Child Welfare	Administrative Assistant	Open Until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hr
1368	Child Welfare	Receptionist	Open Until Filled	\$10.01 hr
1342	Community Health	Cancer Planning Project Coordinator	Open Until Filled	\$50,990.48
1365	Community Health	Community Health Representative	Open Until Filled	\$13.47 hr
1357	Community Health	Dialysis Patient Advocate	Open Until Filled	\$9.77 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1361	Management of Health SPF Tribal Incentive Grant	Community Prevention Specialist	Open Until Filled	\$34,011.04

**Department of Education**

1349	Early Childhood	Health Specialist	Open Until Filled	\$16.00 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1348	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	\$16.00 hr
1241	One Stop	Secretary	Open Until Filled	\$11.33 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1383-NEW	Recreation – Site: Menagers Dam	Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open Until Filled	\$8.85 hr
1121	Recreation – Site: Pisinemo	Principal Lifeguard	Open Until Filled	\$11.05 hr
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1192	Recreation – Site: San Xavier	Principal Lifeguard	Open Until Filled	\$11.05 hr
1367	Recreation – Site: Sells	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr

**Department of Natural Resources**

1308	Administration	Natural Resources Technician	Open Until Filled	\$19.50 hr
1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
1378	Cultural Center Museum	Museum Specialist I	Open Until Filled	\$32,781.73
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
1379	Well Maintenance	Well Repairer Assistant	Open Until Filled	\$10.78 hr

**HRO 210**    **DEPARTMENT**

**POSITION**

**CLOSING DATE**

**FY 2011  
SALARY**

**Department Water Resources**

1381-NEW Water Resources                      Hydrology Technician Assistant                      Open Until Filled                      \$16.00 hr

**Department of Public Safety**

1269	Corrections	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1350	Fire	Wildland Firefighter	Open Until Filled	\$13.80 hr
1351-1355	Fire	Wildland Firefighter/Occasional (5)	Open Until Filled	\$13.80 hr
1362	Law Enforcement	Administrative Assistant	Open Until Filled	\$14.15 hr
1347	Law Enforcement	Police Records Clerk	Open Until Filled	\$11.33 hr
1358	Office Emergency Management	Geographic Information Systems Analyst	Open Until Filled	\$50,990.48

**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 **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.** 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
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher	Open Continuous	\$26,661.12-\$29,428.88

**OTHER EMPLOYER'S RECRUITMENT**

**Tohono O'odham Ki:Ki Association**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Accounts Payable Clerk	Open Until Filled	DOE
Procurement Specialist (2)	Open Until Filled	DOE

For a complete listing of job openings or for additional information contact  
Damascus Francisco or Gabriela Landavazo

Phone (520) 383-2202

PO Box 790 ♦ Sells, AZ 85634

**TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**JOB ANNOUNCEMENT**

**JOB TITLE: PURCHASING TECHNICIAN**  
**SALARY: \$12.82 PER HOUR, PLUS BENEFITS**

**OPENING DATE: August 22, 2011**

**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/Accounting**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides equipment, materials and supplies to the Tohono O'odham Nation by assisting in the procurement of goods and services according to established 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 years experience in purchasing

—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, 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.**

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place".**



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**JOB ANNOUNCEMENT**

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

**OPENING DATE: August 22, 2011**

**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: Menagers Dam**

**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) 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: Hydrology Technician Assistant**

**SALARY: \$16.00 PER HOUR, PLUS BENEFITS**

**OPENING DATE: August 22, 2011**

**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: Water Resources/Water Resources**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Accomplishes the Water Resources Study Program's objectives by providing technical support in the collection and recording of hydrologic data. 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 or GED certificate
2. One (1) year experience pertinent to hydrology, demonstrating mastery of all job description elements

—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.
- Commercial Driver's License (may be obtained after hire) with no DUI's or major traffic offenses within the past (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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