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 – August 29, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1298	Gaming	Financial Analyst	Open Until Filled	$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	$51,313.68
General Support Services				
1318	Accounting	Accounting Clerk	Open Until Filled	$10.26 hr
1202	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
Membership Services				
1344	Election	Election Clerk	Open Until Filled	$10.01 hr
1135	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	$13.47 hr
Department of Planning				
1384-*NEW*	Economic Development	Economic Development Specialist	Open Until Filled	$44,008.51
Department of Human Services				
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
1370	Behavioral Health	Counselor I	Open Until Filled	$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	$39,406.91

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Human Services				
1369	Behavioral Health	Office Support Worker	Open Until Filled	$10.01 hr
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
1333-*NEW*	Community Health	Office Support Worker	Open Until Filled	$10.01 hr
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
1106-*NEW*	One Stop	Program Specialist	Open Until Filled	$13.47 hr
	Recreation – Site: Hickiwan			
1118		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
	Recreation – Site: Menagers Dam			
1383		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52 hr
1123		Recreation Aide	Open Until Filled	$8.85 hr
	Recreation – Site: Pisinemo			
1121		Principal Lifeguard	Open Until Filled	$11.05 hr
1167		Facility Management Technician I	Open Until Filled	$10.26 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open Until Filled	$11.05 hr
	Recreation – Site: Sells			
1367		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
Department of Natural Resources				
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	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

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

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
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

Sunnyside Unified School District

Position	Closing Date	Salary
Secretary II	Open Until Filled	$10.54 hr

Must submit online application at **www.susd12.org**. **For additional information contact Denia Ruiz:** Phone (520) 545-2004

Tohono O'odham Ki:Ki Association

Position	Closing Date	Salary
Accounts Payable	Open Until Filled	$13.46 hr
Information Technology Specialist	Open Until Filled	$19.23 hr
Warehouse Technician	Open Until Filled	$15.00 hr
Procurement Specialist	Open Until Filled	$45,000.00

For a complete job listing or for additional information contact Damascus Francisco or Gabriela Landavazo
Phone (520) 383-2202 ♦ PO Box 790 ♦ Sells, AZ 85634

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

JOB TITLE: **ECONOMIC DEVELOPMENT SPECIALIST**
SALARY: **$44,008.51 plus benefits**

OPENING DATE: **August 29, 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: **Exempt**

DEPARTMENT: Planning/**Economic Development** JOB LOCATION: **Sells, Arizona**

STATEMENT OF JOB: Provides economic development expertise and training to the members of the Tohono O'odham Nation in the areas of business planning, business grants; or business education. 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 Business or Public Administration or related field plus two years experience in economic development and new business planning;

--OR—

An 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 violations within the past three (3) years).
- Must successfully complete and pass a background investigation and local 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 high school diploma, GED certificate, and/or degrees and a copy of current Arizona driver's license** to the Tohono O'odham Nation, Human Resources Office, 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: **OFFICE SUPPORT WORKER**
SALARY: ***$9.07 - $10.01 per hour, plus benefits**

OPENING DATE: **August 29, 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. ***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 Office Support Worker level is met. Clerical testing is required to determine appropriate level.**

STATUS: Probationary/Permanent, Full-Time HRS/WK: Non-Exempt

DEPARTMENT: HHS/**Community Health** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and administrative duties. Maintains 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.
2. One year of clerical experience working in an office environment; or equivalent combination of education and experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from an accredited business school or agency.)

Typing 30 wpm Grammar 30% Spelling 30% Math 30%

—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 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) 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: **PROGRAM SPECIALIST**
SALARY: **$13.47 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 29, 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/**One Stop** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides and assists members of the Tohono O'odham Nation who are program clients placed in jobs accessing retention services and resources that best meet their needs during the follow-up period. Safe and efficient transportation is provided to clients to and from designated activities. This position coordinates efforts with employers of clients. 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. Associates Degree in a related field plus one year of experience in the employment field or closely related field.

—OR—

Equivalent combination of education, training, and experience in social work or career planning.

—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 and pass a background investigation and local 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 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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