

# 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 – September 19, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
1423	Executive	Legal Assistant	Open Until Filled	\$36,609.70
<b>General Support Services</b>				
1202	Accounting	Purchasing Technician	Open Until Filled	\$12.82 hr
1148	DoIT	PC Technician	Open Until Filled	\$15.24 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
1108-RE-ADVERTISED	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
1186	Enrollment	Records Clerk	Open Until Filled	\$11.33 hr
<b>Department of Planning</b>				
1384	Economic Development	Economic Development Specialist	Open Until Filled	\$44,008.51
<b>Department of Human Services</b>				
1294/1295	Adult Protective Services	Group Home Worker / Occasional (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
1369	Behavioral Health	Office Support Worker	Open Until Filled	\$10.01 hr
1426-NEW	Child Welfare	Driver	Open Until Filled	\$11.61 hr
1365	Community Health	Community Health Representative	Open Until Filled	\$13.47 hr
1357/1420	Community Health	Dialysis Patient Advocate (2)	Open Until Filled	\$9.77 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04

<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>				
1333	Community Health	Office Support Worker	Open Until Filled	\$10.01 hr
1419	Senior Services	Community Home Worker	Open Until Filled	\$9.07 hr
1282-NEW	Senior Services	Receptionist	Open Until Filled	\$10.01 hr
<b>Department of Education</b>				
1349	Early Childhood	Health Specialist	Open Until Filled	\$16.00 hr
1348	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	\$16.00 hr
1106	One Stop	Program Specialist	Open Until Filled	\$13.47 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1122-RE-ADVERTISED		Recreation Aide	Open Until Filled	\$8.85 hr
1310-RE-ADVERTISED		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
1383	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
1217		Recreation Facilities Coordinator	Open Until Filled	\$35,286.46
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
<b>Department of Natural Resources</b>				
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
<b>Department Water Resources</b>				
1381	Water Resources	Hydrology Technician Assistant	Open Until Filled	\$16.00 hr
<b>Department of Public Safety</b>				
1087-RE-ADVERTISED	Fire	Secretary	Open Until Filled	\$11.33 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
1421	Tribal Employment Rights Office	Administrative Assistant	Open Until Filled	\$14.15 hr
1345-NEW	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	\$40,884.67

**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****Sunnyside Unified School District**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Secretary II	Open Until Filled	\$10.54 hr

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

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

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
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

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



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

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

**Re-Advertised**

### JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE SECRETARY**  
SALARY: **\$12.51 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 19, 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: Membership/**Hia Ced O'odham**

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 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. Plus two years administrative or secretarial 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.)
- Must successfully complete and pass a background investigation and fingerprint check
- Applicant must be able to demonstrate clerical proficiency as follows:

Typing 40 wpm   Spelling 50%   Grammar 50%   Math 50%

**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.

**Please keep copies for your own reference.**

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**HUMAN RESOURCES OFFICE**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: DRIVER**

**SALARY: \$11.61 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 19, 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: HHS/Child Welfare**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides safe and efficient transport of individuals to and from designated activities. 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 GED
2. Six months work experience as a driver or related field

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Motor Vehicle Record – 39 months (Driving record must meet qualification standards for tribal vehicle insurance coverage).

**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 reference letters, MVR-39 months, and copy of 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: RECEPTIONIST**  
**SALARY: \$10.01 per hour, PLUS BENEFITS**

**OPENING DATE: September 19, 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: HHS/Senior Services**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** 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.
2. Six (6) months related 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 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) **three (3) Letters of Reference, copy of CDA, First Aide, CPR cards, MVR-39 months, copy of Diploma and/or transcripts and copy of current valid Arizona Commercial 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.

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**Re-Advertised**

**JOB ANNOUNCEMENT**

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

**OPENING DATE: September 19, 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 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:**

1. High School Diploma or G.E.D.
2. 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.
- Must 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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**Re-Advertised**

**JOB ANNOUNCEMENT**

**JOB TITLE: RECREATION FACILITIES COORDINATOR  
SALARY: \$35,286.46, PLUS BENEFITS**

**OPENING DATE: September 19, 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: Education/Recreation**

**JOB LOCATION: Hickiwan, AZ**

**STATEMENT OF JOB:** Accomplishes the program objectives by planning, organizing and supervising all functions required to operate and maintain recreation centers' facilities, activities and services. Ensures that viable recreation program services are provided effectively and efficiently and meet the needs 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:**

1. Associate's Degree in Recreation Management or sports science related field
2. Two years experience in coordinating recreational programs
3. One year of supervisory 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.)
- 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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**Re-Advertised**

### JOB ANNOUNCEMENT

JOB TITLE: **SECRETARY**

SALARY: **\$9.77—\$11.33 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 19, 2011**

CLOSING DATE: **Open Until Filled**

**NOTE: \*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 Secretary level is met. Clerical testing is required to determine appropriate level.**

*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: DPS/Fire

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 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. One (1) year of clerical 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.)
- Must successfully complete and pass a background investigation and fingerprint check
- Applicant must be able to demonstrate clerical proficiency as follows:

Typing 35 wpm    Math 40%    Grammar 40%    Spelling 40%

**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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**JOB ANNOUNCEMENT**

**JOB TITLE: COMPLIANCE OFFICER**  
**SALARY: \$40,884.67, PLUS BENEFITS**

**OPENING DATE: September 19, 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: DPS/Tribal Employment Rights Office**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Protects the rights of Indians by eradicating employment discrimination through the enforcement of Ordinance No. 01-85 in employment, training, contracting, and subcontracting. 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 Human Resources or related field
2. Three years related work 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 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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