

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 – APRIL 18, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1298	Gaming	Financial Analyst -NEW	Open Until Filled	\$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	\$51,313.68
General Support Services				
1290	DoIT	Call Center Technician	Open Until Filled	\$11.61 hr
1146	DoIT	Systems Administrator	Open Until Filled	\$49,147.45
1163/1191	Facility Management	Building and Grounds Worker (2)-NEW	Open Until Filled	\$9.53 hr
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
Department of Human Services				
1294/1295	Adult Protective Services	Group Home Worker (2)-NEW	Open Until Filled	\$10.78 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1156	Behavioral Health	Medical Records Clerk	Open Until Filled	\$11.33 hr
1021/1022	Community Health	Community Health Representative (2)	Open Until Filled	\$13.47 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1296	Health Transportation Service – Site: San Simon Health Transportation Driver-NEW		Open Until Filled	\$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
Department of Human Services				
1299	Family Assistance	Commodity Delivery Worker-NEW	Open Until Filled	\$11.61 hr
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hr
1272	Senior Services	Secretary	Open Until Filled	\$11.33 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Education				
1301	Administration	Administrative Secretary-NEW	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1221	Early Childhood-Site: Sells	Cook- RE-ADVERTISED	Open Until Filled	\$10.52 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
1122		Recreation Aide	Open Until Filled	\$8.85 hr
	Recreation – Site: Menagers Dam			
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open until Filled	\$8.85 hr
1218		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	Recreation – Site: Pisinemo			
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
1292		Lifeguard/Youth Outreach Support	Open until Filled	\$10.52 hr

Department of Natural Resources

1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	\$19.50 hr
1297	Well Maintenance	Secretary	Open Until Filled	\$9.77-11.33 hr

Department of Public Safety

1269	Corrections	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1274	Environmental Protection Office	Solid Waste Compliance Inspector III	Open Until Filled	\$39,406.91
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr
1265	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

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: **FINANCIAL ANALYST**
SALARY: **\$71,020.23, PLUS BENEFITS**

OPENING DATE: **APRIL 18, 2011**

CLOSING DATE: **OPEN UNTIL CLOSED**

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: Executive/Gaming Office

JOB LOCATION: Tucson, AZ

STATEMENT OF JOB: Under limited supervision, protects assets of the Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. Conducts interviews, gathers and analyzes data and writes comprehensive reports concerning findings and recommendations. Supervises staff on an as needed basis and provides in-house training to staff with regard to auditing procedures and documentation. Maintains confidentiality of all privileged information. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems. 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 Accounting, Finance or Business Administration
2. Eight years of financial experience
3. Six years working in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports
4. Must have four years of supervisory experience.

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Must obtain a Tohono O'odham Nation gaming license and Arizona Department of Gaming certification.
- Must be willing to sign a confidentiality statement upon hire.
- Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- 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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JOB ANNOUNCEMENT

JOB TITLE: BUILDING AND GROUNDS WORKER (2 Positions)

SALARY: \$9.53 PER HOUR, PLUS BENEFITS

OPENING DATE: APRIL 18, 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/Facility Management

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices 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. High School Diploma or GED
2. Six (6) months custodial services experience

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- 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.

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

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER (Occasional) (2 Positions)
SALARY: \$10.78 PER HOUR

OPENING DATE: MARCH 18, 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/Adult Protective Services

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides a safety, healthy, positive and productive environment for residents of the group home. 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 year experience working with children, seniors, or disabled

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- CPR training certificate or ability to be certified within three (3) months of employment
- First Aid training certificate or ability to be certified within three (3) months of employment
- Current Food Handler's card
- 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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JOB ANNOUNCEMENT

JOB TITLE: HEALTH TRANSPORTATION DRIVER
SALARY: \$11.90 PER HOUR, PLUS BENEFITS

OPENING DATE: APRIL 18, 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/Health Transportation

JOB LOCATION: San Simon, AZ

STATEMENT OF JOB: Provides clients with safe and efficient non-emergency medical transportation on and outside of the Tohono O'odham Nation. 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, and
2. Two years of work experience in passenger transport, vehicle maintenance or related field.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Must successfully complete a background investigation and fingerprint check.
- 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).
- Must obtain the CTAA/PASS (Community Transportation Association of America/Passenger Service and Safety Driver) Certification within one year of hire.
- Must pass Physical examination before hire.
- Must be CPR Certified or complete basic CPR/First-Aid training within six (6) months 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 reference letters, MVR-39 months, 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: COMMODITY DELIVERY WORKER
SALARY: \$ 11.61 per hour, plus benefits

OPENING DATE: APRIL 18, 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/Family Assistance

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Receives, stores, and delivers USDA commodities to low-income families for the Tohono O'odham Nation. 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. equivalency.
2. Six (6) months work experience in warehouse or inventory.

--OR --

Any equivalent combination of education, training, and experience that demonstrates the knowledge of 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 a local background and fingerprint check.
- Motor Vehicle Record – 39 months (Driving must meet qualification standards for tribal vehicle insurance coverage)

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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE SECRETARY

SALARY: \$12.51 PER HOUR, PLUS BENEFITS

OPENING DATE: APRIL 18, 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: EDU/Administration

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, 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
- Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
 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.

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JOB ANNOUNCEMENT

JOB TITLE: COOK (1680 hours)
SALARY: \$10.52 PER HOUR, PLUS BENEFITS

OPENING DATE: APRIL 18, 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

HRS/WK: Non-Exempt

DEPARTMENT: Education/Early Childhood

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment. 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 six months food preparation experience

—OR—

An equivalent combination of education training and experience that demonstrates the knowledge or skills required to complete the scope of work

—AND—

- Must obtain a First Aid and CPR certifications after hire.
- Must obtain a Food Handler's card after hire.
- Must be willing to sign a confidentiality statement.
- 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.

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