

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 – MAY 16, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1275-NEW	Miss Tohono O'odham Nation Committee	Administrative Assistant	Open Until Filled	\$14.15 hour
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				
1163/1191	Facility Management	Building and Grounds Worker (2)	Open Until Filled	\$9.53 hr
1307 - NEW	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1151 - NEW	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 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)	Open Until Filled	\$10.78 hr
1082	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1284	Health Transportation Service – Site: San Lucy	Health Transportation Dispatcher	Open Until Filled	\$14.15 hr
1038-1041	Health Transportation Service – Site: Ak Chin	Health Transportation Driver (4)	Open Until Filled	\$11.90 hr
1035/1296	Health Transportation Service – Site: San Simon	Health Transportation Driver (2)	Open Until Filled	\$11.90 hr
1286/1033	Health Transportation Service – Site: Sells	Health Transportation Driver (2)	Open Until Filled	\$11.90 hr
1306		AHCCCS Billing Technician	Open Until Filled	\$12.82 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1299	Family Assistance	Commodity Delivery Worker	Open Until Filled	\$11.61 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Human Services				
1141	Management of Health	Administrative Assistant	Open Until Filled	\$14.15 hr
1276	Management of Health	Receptionist – <i>RE-ADVERTISED</i>	Open Until Filled	\$10.01 hr
1215	Management of Health	Victim Advocate	Open Until Filled	\$34,011.04
Department of Education				
1301	Administration	Administrative Secretary	Open Until Filled	\$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1302	Early Childhood-Site: Santa Rosa	Teacher Aide	Open Until Filled	\$10.52 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	\$10.52 hr
1303		Home Visitor	Open Until Filled	\$10.52 hr
1305	Special Services	Receptionist	Open Until Filled	\$10.01 hr
	Recreation – Site: Hickiwan			
1125		Facility Management Technician I	Open Until Filled	\$10.26 hr
1118		Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1310 - NEW		Recreation Facilities Coordinator	Open until Filled	\$35,286.46
	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			
1121		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: San Xavier			
1192 – <i>RE-ADVERTISED</i>		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation – Site: Sells			
1250		Recreation Aide	Open until Filled	\$8.85 hr
Department of Natural Resources				
1308 - NEW	Administration	Natural Resources Technician	Open Until Filled	\$19.50 hr
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

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**INTER-MOUNTAIN CENTERS FOR HUMAN DEVELOPMENT**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Van Driver	Open Until Filled	\$10.00 hr.

For additional information contact Berlinda Pablo.

Phone (520) 383-1790, Fax (520) 383-1795

Tohono Plaza BIA Route 19, Suite 407 ♦ 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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: MAY 16, 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

HRSWK: Non-Exempt

DEPARTMENT: Executive/Miss Tohono O'odham Nation Committee **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. 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 three (3) 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—

- Clerical skills (applicant must be tested or provide a certificate indicating skills level from the Career Center or other approved school or agency)
 Typing 45 wpm Grammar 55% Spelling 55% Math 55% Records Management 55%
- 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 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".



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: FACILITIES MAINTENANCE SUPERVISOR

SALARY: \$37,982.57, PLUS BENEFITS

OPENING DATE: MAY 16, 2011

CLOSING DATE: December 18, 2009

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: GSS/FACILITY MANAGEMENT

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Accomplishes the strategic objectives assisting the Manager with planning, organizing and directing administrative functions required to operate and maintain activities and services of the Facility Management Program. Assists with ensuring the program operates efficiently and effectively in accordance with established policies, procedures regulations and protocol. 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. Four years of experience with Facilities Management Program
3. One year 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—

- 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 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, 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.

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".



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

OPENING DATE: MAY 16, 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/Human Resources

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. Two (2) 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: (**must be tested** or provide a certificate indicating skill level from a learning center, an accredited business school or agency)
 Typing 40 wpm Math 50% Grammar 50% Spelling 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, 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".



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: RECEPTIONIST
SALARY: \$10.01 per hour, PLUS BENEFITS

OPENING DATE: MAY 16, 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/Management Of Health

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: This classification 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. Certificate
2. Six (6) months related experience and/or training.

-- 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.

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."



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: RECREATION FACILITIES COORDINATOR

SALARY: \$35,286.46, PLUS BENEFITS

OPENING DATE: MAY 16, 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, 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 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.

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".



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: PRINCIPAL LIFEGUARD
SALARY: \$11.05 per hour, PLUS BENEFITS

OPENING DATE: **MAY 16, 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: **San Xavier**

STATEMENT OF JOB: Under general supervision, provides direction to the lifeguards and ensures the safety and maintenance of the pool areas and equipment. Promotes safety rules and regulations. 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. certificate
2. At least six months full time work experience as a lifeguard or supervising personnel required
 -- AND --
 - CPR, First Aid and Emergency Water Safety certificate required.
 - 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, MVR-39 Month Report, and copy of current 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 a "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

JOB ANNOUNCEMENT

JOB TITLE: NATURAL RESOURCES TECHNICIAN
SALARY: \$19.50 PER HOUR, PLUS BENEFITS

OPENING DATE: MAY 16, 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: Natural Resources

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Works with the Director/Ecologist in the assessment, collection and analysis of data related to the Tohono O'odham Nation's natural resources. Inventories plants and animals; the ecosystem such as natural habitats; watersheds; and rangelands. Assists in the implementation of conservation and protection programs and education of the O'odham people in natural resources. This list is LLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:

1. Associate's Degree in Natural Science
2. Three years' work experience in bio-science specifically in the Sonoran Desert

—OR—

An equivalent combination of education and experience

—AND—

- Bilingual O'odham/English preferred but not essential
- 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 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 or transcripts and copy of valid 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."