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 – JUNE 06, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1275	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				
1318	Accounting	Accounting Clerk	Open Until Filled	$10.26 hr
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	$37,982.57
1312/1320	Motor Pool	Automotive Mechanic (2) - NEW	Open Until Filled	$14.50 hr
Membership Services				
1186	Enrollment-*RE-ADVERTISED,*	Records Clerk	Open Until Filled	$11.33 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
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	$39,406.91
1141	Management of Health	Administrative Assistant	Open Until Filled	$14.15 hr
1276	Management of Health	Receptionist	Open Until Filled	$10.01 hr
1215	Management of Health	Victim Advocate	Open Until Filled	$34,011.04
1149/1150	Special Needs	Maternal and Child Health Advocate	Open Until Filled	$32,781.73
Department of Education				
1251	Early Childhood– *RE-ADVERTISED*	Accounting Technician	Open Until Filled	$12.51 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	$8.22 hr
1221	Early Childhood-Site: Sells	Cook	Open Until Filled	$10.52 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY

Department of Education

	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
1112		Lifeguard/Youth Outreach Support	Open Until Filled	$10.52hr
1310		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		Principal Lifeguard	Open until Filled	$11.05 hr
	Recreation – Site: Sells			
1250		Recreation Aide	Open until Filled	$8.85 hr

Planning and Economic Development

1315	Administration	Grant Writer Supervisor	Open Until Filled	$50,990.48
	Real Property Management -Site: San Simon			
1278		Building and Grounds Worker	Open Until Filled	$9.53 hr

Department of Natural Resources

1182	Cultural Affairs-*RE-ADVERTISED*	Cultural Affairs Technician	Open Until Filled	$11.61 hr
1308	Administration	Natural Resources Technician	Open Until Filled	$19.50 hr
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 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
1313	Office Emergency Management	Regional Planning Coordinator	Open Until Filled	$23.76 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

INTER-MOUNTAIN CENTERS FOR HUMAN DEVELOPMENT

Position	Closing Date	Salary
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
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JOB ANNOUNCEMENT

JOB TITLE: **AUTOMOTIVE MECHANIC**
SALARY: **$14.50 PER HOUR, PLUS BENEFITS**

OPENING DATE: **JUNE 6, 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/**Motor Pool** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Ensures safe operation of the Nation's fleet vehicles and heavy machinery by performing inspection, service, and repair on vehicles and machinery, and by conducting preventive maintenance and diagnosis of mechanical and electrical problems. 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 work experience as an auto mechanic

—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.

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JOB ANNOUNCEMENT

JOB TITLE: **RECORDS CLERK**
SALARY: **$11.33 per hour, plus benefits**

OPENING DATE: **JUNE 6, 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/**Enrollment** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: To ensure the timeliness and accuracy of maintaining accurate databases for Enrollment active files; receiving, reviewing and preparing required documentation and reports in compliance with the established policies and procedures. These 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. Two (2) years in administrative operations.
3. Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).

Typing 30pm Math 30% Grammar 30% Records Management 30% Spelling 30%

-- OR --

An 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 with the past three (3) years.)
- Bilingual O'odham/English preferred
- Must be willing to sign a confidentiality statement upon 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 copy of current 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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ANNOUNCEMENT

Re-Advertised

JOB TITLE: **ACCOUNTING TECHNICIAN**
SALARY: **$12.51 per hour, plus benefits**

OPENING DATE: **JUNE 6, 2011** CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 15 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/**Division of Early Childhood Development** JOB LOCATION: Sells, Arizona

STATEMENT OF JOB: Performs calculating, positing, and verifying financial transactions for use in maintaining program or department financial records. 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 or G.E.D. Certificate
2. Two years accounting or bookkeeping experience

--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' License (No D.U.I. or major traffic offenses 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, current resume, MVR-39 months, and copy of valid Arizona driver's license,** to 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: **CULTURAL AFFAIRS TECHNICIAN**
SALARY: **$11.61, PLUS BENEFITS**

OPENING DATE: **JUNE 6, 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/Cultural Affairs JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Assists Manager and other staff in the assessment, collection and analysis of data related to cultural resources on the Tohono O'odham Nation and traditional-use lands. May be assigned to work general archaeological projects or on the implementation of the Native American Graves Protection and Repatriation Act (NAGPRA) or National Historic Preservation Act Section 106. May be required to attend National or Regional committee meetings. Completes cultural resource field inventories and prepares reports. May be assigned to monitor excavation of human remains or general construction or other ground disturbing projects.

MINIMUM QUALIFICATIONS:

1. Associate's degree in Archaeology, Anthropology, Native American Studies or two years related field and/or equivalent field and coursework experience.
2. One year of experience in doing field cultural resource surveys or working with NAGPRA and reburial issues.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (1) year.)
- 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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