

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

| <u>HRO 210</u> | <u>DEPARTMENT</u> | <u>POSITION</u> | <u>CLOSING DATE</u> | <u>FY 2011 SALARY</u> |
|-------------------------------------|---------------------------------------|------------------------------------|---------------------|-----------------------|
| 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 | | | | |
| 1185 | Enrollment- <i>RE-ADVERTISED</i> | Enrollment Clerk | Open Until Filled | \$10.01 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- <i>RE-ADVERTISED</i> | 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 |

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| Department of Education |
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| 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 |

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| Planning and Economic Development |
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| 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 |

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| Department of Natural Resources |
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| 1182 | Cultural Affairs- <i>RE-ADVERTISED</i> | 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 |

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| Department of Public Safety |
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|------|---------------------------------|--------------------------------------|-------------------|-------------|
| 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

| <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: 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.

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

No Advertising

JOB TITLE: ENROLLMENT CLERK
SALARY: \$10.01 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: Enrollment Office

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Under general supervision, process enrollment applications for individuals who are applying for tribal membership. Maintain 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. Certificate.
2. One (1) year administrative or secretarial experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
 Typing 30 w.p.m. Grammar 40% Spelling 40% Math 40% Records Management 40%
 -- AND --
 - Bilingual O'odham/English (preferred)
 - Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).

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, copy of high school diploma/GED, and, copy of 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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ANNOUNCEMENT

NO ANSWERS

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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NO ADVERTISING

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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