

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 27, 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
1219-NEW	Grants and Contracts	Senior Contract Specialist	Open Until Filled	\$49,147.45
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	\$37,982.57
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	\$14.50 hr
1337-NEW	Motor Pool	Secretary	Open Until Filled	\$11.33 hr
Membership Services				
1185	Enrollment	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
1322	Adult Protective Services	Receptionist	Open Until Filled	\$10.01 hr
1082	Behavioral Health	Counselor III	Open Until Filled	\$39,406.91
1325/1324	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73
1342-NEW	Community Health	Cancer Planning Project Coordinator	Open Until Filled	\$50,990.48
1357-NEW	Community Health	Dialysis Patient Advocate	Open Until Filled	\$9.77 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	\$47,371.04
1326	Community Health	Nutrition Specialist	Open Until Filled	\$16.00 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Human Services				
1041-RE-ADVERTISED	Health Transportation Service – Site: Ak-Chin	Health Transportation Driver	Open Until Filled	\$11.90 hr
1323	Health Transportation Service – Site: San Lucy	Health Transportation Driver	Open Until Filled	\$11.90 hr
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1336-NEW	Management of Health SPF Tribal Incentive Grant	Project Manager	Open Until Filled	\$50,990.48
1276	Management of Health	Receptionist	Open Until Filled	\$10.01 hr
1149/1150	Special Needs	Maternal and Child Health Advocate	Open Until Filled	\$32,781.73

Department of Education

1251	Early Childhood	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
1241-NEW	One Stop	Secretary	Open Until Filled	\$11.33 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
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
1167		Facility Management Technician I	Open until Filled	\$10.26 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
1321		Youth Recreation Program Coordinator	Open until Filled	\$35,286.46

Planning and Economic Development

1315	Administration	Grant Writer Supervisor	Open Until Filled	\$50,990.48
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<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
Department of Natural Resources				
1334	Cultural Affairs	Administrative Assistant	Open Until Filled	\$14.15 hr
1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	\$11.61 hr
1335-NEW	Cultural Center Museum	Receptionist	Open Until Filled	\$10.01 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				
1329	Corrections	Corrections Cook	Open Until Filled	\$12.82 hr
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: SENIOR CONTRACT SPECIALIST

SALARY: \$49,147.45, PLUS BENEFITS

OPENING DATE: JUNE 27, 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: GSS/Grants and Contracts

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Negotiates, administers, reviews, extends and terminates grants and contracts in accordance with applicable government laws and regulations, and the policies and procedures 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. Bachelor's Degree in Business, Public Administration, or related field
2. Plus three (3) years experience in administering governmental contracts

—OR—

Equivalent combination of education and experience.

—AND—

- One year experience negotiating and administering contracts with a tribal government is preferred
- 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
- 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, 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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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: **SECRETARY**

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

OPENING DATE: **June 27, 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: **GSS/Motor Pool**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical 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, 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 an accredited business school or agency)

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

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JOB ANNOUNCEMENT

JOB TITLE: CANCER PLANNING PROJECT COORDINATOR

SALARY: \$ \$50,990.48, PLUS BENEFITS

OPENING DATE: July 27, 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: Temporary/Occasional

HRS/WK: Exempt

DEPARTMENT: DHHS/Community Health

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Lead management position for the CDC Cancer Planning Grant to organize the Cancer Planning Committee and develop a Comprehensive Cancer Prevention and Control Plan for the 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:

Bachelor's Degree in Health, Social Work, or related field plus two years work experience in community-based health or social service management.

-- OR --

Equivalent combination of education and experience.

-- AND --

- Counseling licensure preferred.
- Bilingual O'odham/English preferred.

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 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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JOB ANNOUNCEMENT

JOB TITLE: DIALYSIS PATIENT ADVOCATE

SALARY: \$9.77 PER HOUR, PLUS BENEFITS

OPENING DATE: June 27, 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: Health and Human Services/Community Health **JOB LOCATION: Sells, AZ**

STATEMENT OF JOB: Provides information to and assists dialysis patients with their medical needs. 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:

High School Diploma or GED plus six months experience as a nurse's aide, or related 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 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, 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: HEALTH TRANSPORTATION DRIVER
SALARY: \$11.90 PER HOUR, PLUS BENEFITS

OPENING DATE: **July 27, 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: **Ak Chin**

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:

High School Diploma or GED plus 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 and be CPR Certified or complete basic CPR/First-Adie 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: **PROJECT MANAGER**
SALARY: **\$50,990.48, PLUS BENEFITS**

OPENING DATE: **July 27, 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: Health & Human Services/**MOH/
SPF Tribal Incentive Grant**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: To empower the health of the Nation's youth through a multistage program expanding Substance Abuse Treatment Services for adolescents and their families. Responsibilities also include supervising the planning for the "Safe and Bright Futures for Children Initiative". Liaison with schools, local communities and community organizations, and with collaborating agencies and **Brief Strategic Family Therapy** trainers is required. Supervision of day-to-day activities and liaison with the funding agencies are also involved. 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:

Bachelor's Degree in Behavioral Health, Counseling or related field with a minimum of three years work related experience in behavioral health, addictions counselor or closely related field

—OR—

Equivalent combination of education and experience

—AND—

- Must be a Licensed Professional Counselor and/or License Independent Substance Abuse Counselor.
- Valid Arizona Driver's License with no DUI's or major traffic offenses within the past three years.
- Must successfully complete a background and fingerprint check and be willing to sign a confidentiality statement upon hire.
- Bilingual O'odham/English preferred.
- Supervisor and/or Grant management experience preferred.

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: **SECRETARY**

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

OPENING DATE: **June 27, 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: EDUCATION/OneStop

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Contributes to the department's effectiveness by performing a variety of secretarial and clerical 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, 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 an accredited business school or agency)

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: RECEPTIONIST
SALARY: \$10.01 PER HOUR, PLUS BENEFITS

OPENING DATE: JUNE 27, 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 Center/Museum JOB LOCATION: Topawa, AZ

STATEMENT OF JOB: Operates PBX or multi-line telephone systems to answer incoming calls and directs callers and visitors to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. 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 Diploma or GED
2. Plus six (6) months related 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 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".