

# 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](http://www.tonation-nsn.gov)



# PLEASE POST

# APPLY NOW!

## JOB ANNOUNCEMENT SUMMARY – July 18, 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
1280	Grants and Contracts	Office Support Worker	Open Until Filled	\$10.01 hr
1219	Grants and Contracts	Senior Contract Specialist	Open Until Filled	\$49,147.45
1151-RE-ADVERTISED	Human Resources	Administrative Secretary	Open Until Filled	\$12.51 hr
1078	Human Resources	Human Resources Specialist	Open Until Filled	\$17.24 hr
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	\$14.50 hr
1337	Motor Pool	Secretary	Open Until Filled	\$11.33 hr

### Membership Services

1344	Election	Election Clerk	Open Until Filled	\$10.01 hr
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### 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
1325/1324	Child Welfare	Family Preservation Specialist (2)	Open Until Filled	\$32,781.73
1342	Community Health	Cancer Planning Project Coordinator	Open Until Filled	\$50,990.48

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
<b>Department of Human Services</b>				
1357	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
1041	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
1361-NEW	Management of Health SPF Tribal Incentive Grant	Community Prevention Specialist	Open Until Filled	\$34,011.04
1336	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 (2)	Open Until Filled	\$32,781.73

### Department of Education

1254	Early Childhood	Child Care Assistant	Open Until Filled	\$8.22 hr
1349	Early Childhood	Health Specialist	Open Until Filled	\$16.00 hr
1348	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	\$16.00 hr
1241	One Stop	Secretary	Open Until Filled	\$11.33 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	\$10.52 hr
1123	Recreation – Site: Menagers Dam	Recreation Aide	Open Until Filled	\$8.85 hr
1121	Recreation – Site: Pisinemo	Principal Lifeguard	Open Until Filled	\$11.05 hr
1167		Facility Management Technician I	Open Until Filled	\$10.26 hr
1192	Recreation – Site: San Xavier	Principal Lifeguard	Open Until Filled	\$11.05 hr

### 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

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
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<b>Department of Natural Resources</b>				
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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

<b>Department of Public Safety</b>				
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1329	Corrections	Corrections Cook	Open Until Filled	\$12.82 hr
1269	Corrections	Corrections Cook Supervisor	Open Until Filled	\$15.62 hr
1350-NEW	Fire	Wildland Firefighter	Open Until Filled	\$13.80 hr
1351-1355	Fire-NEW	Wildland Firefighter/Occasional(5)	Open Until Filled	\$13.80 hr
1362-NEW	Law Enforcement	Administrative Assistant	Open Until Filled	\$14.15 hr
1066	Law Enforcement	Fleet Service Supervisor	Open Until Filled	\$19.50 hr
1347	Law Enforcement	Police Records Clerk	Open Until Filled	\$11.33 hr
1358	Office Emergency Management	Geographic Information Systems Analyst	Open Until Filled	\$50,990.48

**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**



## 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: **July 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/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.

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

### JOB ANNOUNCEMENT

**JOB TITLE: COMMUNITY PREVENTION SPECIALIST**

**SALARY: \$34,011.04, PLUS BENEFITS**

**OPENING DATE: July 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: Exempt**

**DEPARTMENT: HHS/MOH/Strategic Prevention  
Framework Tribal Incentive Grant**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** This position will assist in community outreach and recruitment of youth, identify support services to be provided for community members, facilitate prevention program meetings and activities, facilitate technical assistance and support meetings, assist with development and dissemination of a Resource Directory, serve as an advocate for community members and communities to access prevention and treatment services, and provide on-site supports as feasible. 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 volunteer and/or employment experience in prevention and community programs

—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.)
- If a person has a history of addiction he/she must have been clean and sober for three years prior to employment, and maintain sobriety for the duration of employment.
- 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: WILDLAND FIREFIGHTER**

**SALARY: \$13.80 per hour, Plus Benefits**

**OPENING DATE: July 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:** Department of Public Safety/  
**Wildland Fire Management**

**JOB LOCATION:** Sells, AZ

**STATEMENT OF JOB:** Protects the life, property and natural resources of the Tohono O'odham Nation by performing fire control on the wildland and forest on, and surrounding, the 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. certificate.

--OR--

Equivalent combination of education and experience

-- AND --

- Must be able to obtain Wildland Red Card Certification.
- Must be able to obtain First Aid and CPR within four weeks of hire.
- Must maintain a valid Arizona Driver's License with No DUI or major traffic offenses within the past three (3) years.
- Must pass a physical examination

**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) resume, **copy of valid driver's license, Wildland certificates, CPR and First Aid cards, Physical Exam, Drug Test, Motor Vehicle Record - 39 months, and high school/GED** 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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**JOB ANNOUNCEMENT**

**JOB TITLE: WILDLAND FIREFIGHTER (5 positions)**

**SALARY: \$13.80 per hour**

**OPENING DATE: July 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: Occasional, Part-time**

**HRS/WK: Non-Exempt**

(As needed, occasional employee works up to 800 hours per fiscal year.)

**DEPARTMENT: Department of Public Safety/**

**JOB LOCATION: Sells, AZ**

**Wildland Fire Management**

**STATEMENT OF JOB:** Protects the life, property and natural resources of the Tohono O'odham Nation by performing fire control on the wildland and forest on, and surrounding, the 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. certificate.

--OR--

Equivalent combination of education and experience

-- AND --

- Must be able to obtain Wildland Red Card Certification.
- Must be able to obtain First Aid and CPR within four weeks of hire.
- Must maintain a valid Arizona Driver's License with No DUI or major traffic offenses within the past three (3) years.
- Must pass a physical examination

**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) resume, **copy of valid driver's license, Wildland certificates, CPR and First Aid cards, Physical Exam, Drug Test, Motor Vehicle Record - 39 months, and high school/GED** 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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**JOB ANNOUNCEMENT**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**SALARY: \$14.15 PER HOUR, PLUS BENEFITS**

**OPENING DATE: July 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:** DPS/Law Enforcement

**JOB LOCATION:** Sells, Arizona

**STATEMENT OF JOB:** Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and May leads the work of assigned clerical and/or secretarial staff. 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. equivalency.
2. Three (3) years of experience working in a secretarial and/or administrative 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 45 w.p.m Grammar 55% Spelling 55% Math 55%

-- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete 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 background 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 letters of reference, copy of High School Diploma/G.E.D. Certificate, copy of certification(s) and copy of 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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