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 – March 21, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1137	Gaming	Gaming Inspector	Open Until Filled	$17.24 hr
General Support Services				
1000	Accounting-*RE-ADVERTISED*	Accounting Specialist	Open Until Filled	$15.62 hr
1277	Accounting	Accounts Payable Specialist	Open Until Filled	$15.62 hr
1006	Accounting-RE-ADVERTISED	Office Support Worker	Open Until Filled	$10.01 hr
1079	Human Resources	Human Resources Specialist	Open Until Filled	$17.24 hr
1204	Human Resources	Human Resources Analyst	Open Until Filled	$39,406.91
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	$12.51 hr
Department of Human Services				
1242	Behavioral Health	Counselor I	Open Until Filled	$13.80 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	$40,884.67
1156	Behavioral Health-*RE-ADVERTISED*	Medical Records Clerk	Open Until Filled	$11.33 hr
1240	Child Welfare	Administrative Assistant	Open Until Filled	$14.15 hr
1232	Child Welfare	Billing Technician	Open Until Filled	$12.82 hr
1262	Child Welfare	Child Welfare Specialist Aide	Open Until Filled	$11.61 hr
1245	Community Health	Assistant Manager	Open Until Filled	$52,902.63
1021/1022	Community Health	Community Health Representative (2)	Open Until Filled	$13.47 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	$47,371.04
1032	Health Transportation Service – Site: Ak Chin	Supervisor, Health Transportation Services	Open Until Filled	$35,286.47
1246	Health Transportation Service – Site: San Simon	Supervisor, Health Transportation Services	Open Until Filled	$35,286.47
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	$39,406.91
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	$16.41 hr
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	$16.41 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Human Services				
1141	Management of Health	Administrative Assistant	Open Until Filled	$14.15
1268	Management of Health	Community Prevention Specialist	Open Until Filled	$34,011.04
1276	Management of Health	Receptionist	Open Until Filled	$10.01 hr
1272	Senior Services	Secretary	Open Until Filled	$11.33 hr
1279	Senior Services	Driver	Open Until Filled	$11.61 hr
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
	Recreation – Site: Hickiwan			
1188		Building and Grounds Worker	Open Until Filled	$9.53 hr
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
1122		Recreation Aide	Open Until Filled	$8.85 hr
1126		Receptionist	Open Until Filled	$10.01 hr
	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			
1167		Facility Management Technician I	Open Until Filled	$10.26 hr
1119		Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
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			
1260		Recreation Operations Manager	Open until Filled	$49,147.45
1250		Recreation Aide	Open until Filled	$8.85 hr
1248	Scholarship Fund	Secretary	Open until Filled	$11.33 hr
Planning and Economic Development				
	Real Property Management – Site: San Simon			
1278		Building and Grounds Worker	Open Until Filled	$9.53 hr
1097		Secretary	Open Until Filled	$11.33 hr
1015	Realty	Realty Specialist	Open Until Filled	$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	$65,979.02

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Natural Resources				
1182/1183	Cultural Affairs	Cultural Affairs Technician (2)	Open Until Filled	$11.61 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-*RE-ADVERTISED*	Fleet Service Supervisor	Open Until Filled	$19.50 hr
1265	Tribal Employment Rights Office	Compliance Officer	Open Until Filled	$40,884.67

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 **Tuesdays, Wednesdays, and Thursdays 9:00a—2:00p**. 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

ARIZONA COUNSELING & TREATMENT SERVICES, L.L.C

Position	Closing Date	Salary
Transporter	Open until Filled	$10-15 hr/DOE

For additional information contact Michael Cole.
Phone (928-376-0220 x 8000, Fax (520) 466-5266Toll Free Phone: (866)-966-0220 x 8000
13100 S. Sunland Gin Road ♦ PO Box 4872 ♦ Arizona City, AZ 85123

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

At (520) 383-2202 or (520) 882-5057 (Tucson Line).

TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE
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JOB ANNOUNCEMENT

Re-Announcement

JOB TITLE: **ACCOUNTING SPECIALIST**
SALARY: **$15.62 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 21, 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/**Accounting** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Performs general accounting duties, which includes the processing and maintenance of general ledger records in accordance with established policies, procedures, and guidelines. 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 years work experience in accounting or bookkeeping

—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

JOB TITLE: **OFFICE SUPPORT WORKER**
SALARY: ***$9.07 - $10.01 per hour, plus benefits**

OPENING DATE: **March 21, 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. ***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 Office Support Worker level is met. Clerical testing is required to determine appropriate level.**

STATUS: Probationary/Permanent, Full-Time HRS/WK: Non-Exempt

DEPARTMENT: GSS/**Accounting** 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 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.
2. One year of clerical experience working in an office environment; or equivalent combination of education and experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from an accredited business school or agency.)

Typing 30 wpm Grammar 30% Spelling 30% Math 30%

—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 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) 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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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: **MEDICAL RECORDS CLERK**
SALARY: **$11.32 per hour, plus benefits**

OPENING DATE: **March 21, 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 & Human Services/**Behavioral Health** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: The position involves management of medical records system for Tohono O'odham Behavioral Health. Provide technical assistance in the maintenance of legible, current, easily accessible and confidential patient care information. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of al functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:
High School diploma or GED plus a minimum of six months medical records experience, experience with mental health, alcohol detox, and substance abuse records systems. Experience in organizing and establishing medical records systems, knowledge of the laws of confidentiality.

Clerical skills: (**applicant must be tested** or provide a certificate indicating skill level from an accredited business school or agency).
Typing 20wpm Math 30% Grammar 30% Records Management 30% Spelling 30%
—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 and fingerprint check.
- Must 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 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: **FLEET SERVICE SUPERVISOR**
SALARY: **$19.50 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 21, 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, AZ

STATEMENT OF JOB: Is responsible for ensuring the Tohono O'odham Nation Police Department's fleet is operating in a safe manner and that all preventative maintenance is performed. Determines the most efficient manner in which to accomplish service to department vehicles while maintaining a safe environment. 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. Successful completion of trade school education in automotive and heavy equipment maintenance trades
3. Six (6) years experience as a journeyman level automotive mechanic

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work with at least three years experience working with vehicle and fleet maintenance.

—AND—

- Possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must pass a physical examination
- 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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