

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - May 29, 2012

HR 210	Department/Program	Position	Note	Opening Date	FY 2012 Salary
<b>Executive Office</b>					
2270	Executive	Executive Director, Treasury		5/7/2012	\$ 123,130.00
2038	Executive	Legal Assistant	CR	1/17/2012	\$ 41,544.00
2240	Gaming	Director of Gaming		5/7/2012	\$ 87,142.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
<b>General Support Services</b>					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2074	Accounting	Payroll Technician		4/30/2012	\$ 13.45
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2269	Grants and Contracts	Administrative Assistant, Senior	CR	4/30/2012	\$ 16.80
2255	Grants and Contracts	Principal Accountant		5/14/2012	\$ 50,618.00
<b>Justice</b>					
2241	Attorney General	Assistant Attorney General (CLIII)	CL	5/21/2012	\$ 117,197.00
<b>Department of Health and Human Services</b>					
2283	Behavioral Health	Administrative Assistant	CR	5/14/2012	\$ 14.49
2118	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2119	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2285	Behavioral Health	Prevention Specialist		5/14/2012	\$ 19.97
2282	Behavioral Health	Project Manager		5/14/2012	\$ 54,510.00
2284	Behavioral Health	Project Manager		5/14/2012	\$ 54,510.00
2287	Child Welfare	Group Home Supervisor		5/21/2012	\$ 40,531.00
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2266	Child Welfare	Transit Driver		4/30/2012	\$ 12.81
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2140	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2141	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2142	Community Health Services	Certified Nurse's Assistant		1/9/2012	\$ 15.99
2130	Community Health Services	Community Health Representative		5/14/2012	\$ 13.79
2144	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2293	Health Transportation Services - Site: Sells	Transit Dispatcher	NEW	5/29/2012	\$ 14.85
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
2233	Healthy O'odham Promotional Program	Health Education Specialist		4/23/2012	\$ 19.01
<b>Department of Education</b>					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
2256	Early Childhood	Disabilities Specialist		5/14/2012	\$ 17.22
2288	Early Childhood	Disabilities Specialist	NEW	5/29/2012	\$ 17.22
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver	NEW	5/29/2012	\$ 14.49
2231	One Stop	Career and Employment Specialist		4/23/2012	\$ 15.99
2278	One Stop	Career and Employment Specialist		5/14/2012	\$ 15.99
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Manager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2178	Recreation - Site: Pisinemo	Office Specialist	CR,CL-Re-advertised	5/29/2012	\$ 12.49
2252	Recreation - Site: San Xavier	Recreation Specialist	NEW	5/29/2012	\$ 12.49
2289	Recreation - Site: Sells	Maintenance Technician		5/21/2012	\$ 11.89

CR=Clerical Required CL=Career Ladder

2261	Recreation - Site: Sells	Recreation Program Coordinator		4/23/2012	\$ 20.47
2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
2274	Scholarship - Site: Sells	Office Specialist	CR, CL	5/7/2012	\$ 12.49
<b>Department of Natural Resources</b>					
2145	Administration	Natural Resources Technician		4/2/2012	\$ 20.47
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$ 19.49
2220	Cultural Affairs - Site: Topawa	Administrative Assistant	CR	2/13/2012	\$ 14.49
2186	Cultural Center & Museum	Museum Specialist		5/7/2012	\$ 15.22
<b>Department of Public Safety</b>					
2224	Law Enforcement	Registration Compliance Officer		3/5/2012	\$ 19.97
2225	Law Enforcement	Registration/Notification Specialist	CR	3/5/2012	\$ 16.39
2226	Law Enforcement - Corrections	Program Manager		3/5/2012	\$ 60,169.00
2228	Law Enforcement	Program Manager		3/5/2012	\$ 60,169.00
2227	Law Enforcement - Corrections	Office Specialist	CR, CL	3/5/2012	\$ 12.49
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$ 14.49
2253	Law Enforcement	Animal Control Officer		4/16/2012	\$ 17.65
2254	Law Enforcement	Animal Control Officer		4/16/2012	\$ 17.65
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22

**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.

**FOR CLERICAL TESTING**

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (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 resume, highschool diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. 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, (3) other candidates. The 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>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT**

**A Foreign Language Service (AFLS)**

**Position**

Tohono O'odham/English Interpreters in the Tucson Area

Please contact Chris Slaughter at (480) 813-4242 for information regarding this contract position.

**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: TRANSIT DISPATCHER**  
**SALARY: \$14.85 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 29, 2012**

**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/**Health Transportation** **JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- AND—
- Bilingual O'odham/English preferred.
  - Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
  - Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

**ADDITIONAL REQUIREMENTS:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• A signed and completed Tohono O'odham Nation employment application.</li> <li>• A signed and completed Background/MVR Investigations document.</li> <li>• Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.</li> </ul> | <ul style="list-style-type: none"> <li>• A signed and completed Authorization to Release Information document.</li> <li>• If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.</li> <li>• Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634</li> </ul> |
|---|---|

Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

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**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



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**JOB ANNOUNCEMENT**

**JOB TITLE: DISABILITIES SPECIALIST**  
**SALARY: \$17.22 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 29, 2012**

**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: Dept. of Education/ Early Childhood**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides information and instruction on the regulations and policies that govern the Division of Early Childhood Development (DECD) Disability Program. Manages internal and external resources and distributes information regarding educational services and assistance. Designs and implements training modules for staff, personnel, and the parents associated with DECD Disability Program.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Early Childhood Education or Child Developmental or closely related field and three years work experience in education to include student learning and teaching techniques, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must satisfy health requirements as defined by the federal program standards.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

**ADDITIONAL REQUIREMENTS:**

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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## JOB ANNOUNCEMENT

**JOB TITLE: TEACHER AIDE/DRIVER**  
**SALARY: \$14.49 PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 29, 2012**

**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**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, assist teachers in the daily early childhood education plans; assist in transportation of children to and from centers and designated activities.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in caring or working with infants and toddlers in an educational setting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Must possess and maintain Commercial Driver's License, (no DUIs or major traffic citations within the last three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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## JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SPECIALIST**

SALARY: \$10.77 - \$12.49\* PER HOUR, PLUS BENEFITS

OPENING DATE: **May 29, 2012**

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 Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education /Recreation

JOB LOCATION: Pisinemo, AZ

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- AND—
- Bilingual O'odham/English preferred.
  - Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
  - Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
  - Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

### ADDITIONAL REQUIREMENTS:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• A signed and completed Tohono O'odham Nation employment application.</li> <li>• A signed and completed Background/MVR Investigations document.</li> <li>• If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.</li> <li>• A signed and completed Authorization to Release Information document.</li> </ul> | <ul style="list-style-type: none"> <li>• Current resume</li> <li>• Three (3) letters of reference</li> <li>• Copy of degree and/or transcripts</li> <li>• MVR-39 Month Report</li> <li>• Copy of current valid AZ driver's license</li> <li>• Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634</li> </ul> |
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# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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## JOB ANNOUNCEMENT

**JOB TITLE: RECREATION SPECIALIST**  
**SALARY: \$12.49, PER HOUR, PLUS BENEFITS**

**OPENING DATE: May 29, 2012**

**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:** Dept. of Education/Recreation

**JOB LOCATION:** San Xavier, AZ

**POSITION SUMMARY:** Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- AND—
- Bilingual O'odham/English preferred.
  - Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
  - Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
  - Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
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