

# 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 – January 03, 2011**

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1049	Advocate	Advocate Attorney II/Part-Time	Open Until Filled	\$32.91 hr
<b>General Support Services</b>				
1083	Human Resources	Receptionist	Open Until Filled	\$10.01 hr
1190	Property & Supply	Inventory Technician	Open Until Filled	\$11.33 hr
1225	Grants and Contracts	General Accounting Manager	Open Until Filled	\$59,080.15
<b>Membership Services</b>				
1185	Enrollment	Enrollment Clerk	Open Until Filled	\$10.01 hr
1186	Enrollment	Records Clerk	Open Until Filled	\$11.33 hr
1108	Hia-Ced O'odham	Administrative Secretary	Open Until Filled	\$12.51 hr
<b>Department of Human Services</b>				
1209	Behavioral Health	Counselor II	Open Until Filled	\$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1232	Child Welfare – <i>NEW</i>	Billing Technician	Open Until Filled	\$12.82 hr
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
1234/1235	Child Welfare – <i>NEW</i>	Group Home Worker (2)	Open Until Filled	\$10.78 hr
1032	Health Transportation	Health Transportation Supervisor	Open Until Filled	\$35,286.46
1008-1010	HOPP	Fitness & Nutrition Specialist (3)	Open Until Filled	\$16.41 hr
1215	Management of Health – <i>NEW</i>	Victim Advocate	Open Until Filled	\$34,011.04
1171	Senior Services	Senior Services Manager	Open Until Filled	\$49,147.45
<b>Department of Education</b>				
1007	Administration	Librarian	Open Until Filled	\$42,417.85
1223	Early Childhood – <i>NEW</i>	Teacher Aide	Open Until Filled	\$10.52 hr
1155	Early Childhood	Teacher Aide/Driver	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>
1107	One Stop Division	Assistant Division Manager	Open Until Filled	\$39,406.91
1105	One Stop Division	Job Developer	Open Until Filled	\$14.15 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
	Recreation – Site: Menagers Dam			
1111		Facility Management Technician I	Open Until Filled	\$10.26 hr
1114		Lifeguard/Youth Outreach Support	Open Until Filled	\$10.52 hr
1123		Recreation Aide	Open Until Filled	\$8.85 hr
1218 – NEW		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
1124		Recreation Aide	Open Until Filled	\$8.85 hr
	Recreation – Site: San Xavier			
1192		Principal Lifeguard	Open Until Filled	\$11.05 hr
	Recreation – Site: Sells			
1127 – NEW		Receptionist	Open Until Filled	\$10.01 hr
1157	Vocational Rehabilitation	Vocational Rehabilitation Specialist	Open Until Filled	\$15.62 hr

### Planning and Economic Development

1187	Administration	Building Inspector	Open Until Filled	\$19.50 hr
1015	Realty	Realty Specialist	Open Until Filled	\$39,406.91
1050	Roads Discretionary	Civil Engineer	Open Until Filled	\$65,979.02
1097	Real Property Management	Secretary	Open Until Filled	\$11.33 hr

### 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
1229	Solid Waste Management – NEW	Receptionist	Open Until Filled	\$10.01 hr

### Department of Public Safety

1142	Corrections – NEW	Corrections Building and Grounds Worker	Open Until Filled	\$12.51 hr
1091/1093 1094	Fire	Firefighter (3)	Open Until Filled	\$41,582.24

**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**

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>	<u>FY11 SALARY</u>
Police Department	Police Officer	Open Continuous	\$43,687.34
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24
"	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**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Transporter	Open Until Filled	\$10-15 hr/DOE

For additional information contact Michael Cole.  
 Phone (928-376-0220 x 8000, Fax (520) 466-5266 Toll 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**

**JOB TITLE: BILLING TECHNICIAN**  
**SALARY: \$12.82 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 03, 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/Child Welfare**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** The position involves management of records and billing system for Tohono O'odham Department of Human Services-Child Welfare Division. Provide technical assistance to meet BIA regulations in the maintenance of legible, current, easily accessible and confidential client information. Contributes to the Division's effectiveness by processing invoices for child assistance, Title IV-E reimbursements and third party billing. 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. Plus two (2) years of client records experience, experience with social services records and/or third party billing systems

—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 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.**

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**JOB ANNOUNCEMENT**

**JOB TITLE: GROUP HOME WORKER (2 positions)**

**SALARY: \$10.78 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 03, 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/Child Welfare**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provides a safe, healthy, positive and productive environment for residents of the group home. 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. Plus one (1) year experience working with children, seniors, or disabled

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Current Food Handler's Card
- CPR training certificate, or ability to be certified within three (3) months of employment
- First Aid training certificate, or ability to be certified within three (3) months of employment
- 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.

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**JOB ANNOUNCEMENT**

**JOB TITLE: VICTIM ADVOCATE**  
**SALARY: \$34,011.04, PLUS BENEFITS**

**OPENING DATE: January 03, 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/Violence Against Women**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Provide crisis intervention and counseling services to sexual assault victims. Implement a comprehensive support system for increased services to victims by communications, crisis intervention, legal and social support, and referrals to appropriate community resources. Serve as a liaison between victims and attorneys. Must maintain 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. Associate's degree in social work, counseling or related field
2. Three (3) years work experience in social work, counseling, law enforcement, or related field

—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 prior to employment
- 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 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.

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**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER AIDE**  
**SALARY: \$10.52 PER HOUR, PLUS BENEFITS**

**OPENING DATE: January 03, 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**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Education/Early Childhood**

**JOB LOCATION: Vaya Chin, AZ**

**STATEMENT OF JOB:** Assists teachers in providing classroom experiences to enhance and promote the educational, intellectual, and social growth and development of children. 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. Plus one year experience in caring for infants and toddlers

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Current First Aid and CPR certification. May be obtained after hire
- Current Food Handler's card. May be obtained after hire
- Must satisfy health requirements as defined by the federal program standards
- Must be willing to enroll in Child Development Associate (CDA) courses to seek CDA credential
- 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 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: RECREATION FACILITIES COORDINATOR**

**SALARY: \$35,286.46, PLUS BENEFITS**

**OPENING DATE: January 03, 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: Education/Recreation**

**JOB LOCATION: Menagers Dam, AZ**

**STATEMENT OF JOB:** Accomplishes the program objectives by planning, organizing and supervising all functions required to operate and maintain recreation centers' facilities, activities and services. Ensures that viable recreation program services are provided effectively and efficiently and meet the needs 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. Associate's Degree in Recreation Management or sports science related field
2. Two years experience in coordinating recreational programs
3. One year of supervisory 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, 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: January 03, 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: EDUC/Recreation**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** This classification operates telephone PBX or multi-line telephone system by answering incoming calls and directs callers to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. 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. Certificate
2. Six (6) months related experience and/or training.

-- 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's License (No DUI's or major traffic violations 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) **current resume, three (3) letters of reference and a 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: Receptionist**  
**SALARY: \$10.01 per hour, plus benefits**

**OPENING DATE: January 03, 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: NR/Solid Waste Management**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** This classification operates telephone PBX or multi-line telephone system by answering incoming calls and directs callers to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. 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. Certificate
2. Six (6) months related experience and/or training.

-- OR --

Equivalent combination of education and experience.

-- 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.

**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, copy of CDA, First Aide, CPR cards, MVR-39 months, copy of Diploma and/or transcripts and copy of current valid Arizona Commercial 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: CORRECTIONS BUILDING AND GROUNDS WORKER**  
**SALARY: \$12.51, PLUS BENEFITS**

**OPENING DATE: January 03, 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: Law Enforcement/Corrections**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and minor maintenance services to the offices of the Tohono O'odham Nation. This position is different in nature due to work being performed within a Corrections facility and/or supervises inmates. 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 6 months custodial services 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, 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."**