

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 - January 10, 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
General Support Services				
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
Membership Services				
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
Department of Human Services				
1209	Behavioral Health	Counselor II	Open Until Filled	\$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1240	Child Welfare - NEW	Administrative Assistant	Open Until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open Until Filled	\$12.82 hr
1110	Child Welfare	Child Welfare Specialist	Open Until Filled	\$37,982.57
1234/1235	Child Welfare	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	Victim Advocate	Open Until Filled	\$34,011.04
1171	Senior Services	Senior Services Manager	Open Until Filled	\$49,147.45
Department of Education				
1007	Administration	Librarian	Open Until Filled	\$42,417.85
1223	Early Childhood	Teacher Aide	Open Until Filled	\$10.52 hr

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
1155	Early Childhood	Teacher Aide/Driver	Open Until Filled	\$11.61 hr
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		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		Receptionist	Open Until Filled	\$10.01 hr

Planning and Economic Development
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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
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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	Receptionist	Open Until Filled	\$10.01 hr

Department of Public Safety

1142	Corrections	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

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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: January 10, 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: Enhances department or division's effectiveness by performing a variety of administrative support duties and tasks. May be assigned to lead the work of assigned clerical or secretarial staff. 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. Three (3) 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 (applicant must be tested or provide a certificate indicating skills level from the Career Center or other approved school or agency)
 Typing 45 wpm Grammar 55% Spelling 55% Math 55% Records Management 55%

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Please keep copies for your own reference.

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