

PLEASE POST

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



Job Summary -February 06, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
2038	Executive	Legal Assistant	CR	1/17/2012	\$ 41,544.00
2173	Gaming	Financial Analyst		1/9/2012	\$ 77,021.00
2209	Gaming	Legal Counsel, Gaming (Part-Time)		1/17/2012	\$ 54,414.00
General Support Services					
2067	Accounting	Accounting Clerk		1/17/2012	\$ 15.22
2126	Department of Information & Technology	Network Technician	CL	1/9/2012	\$ 21.51
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2105	Facility Management	Office Specialist	CR, CL	1/4/2012	\$ 12.49
2211	Human Resources	Human Resources Analyst		1/17/2012	\$ 45,857.00
Justice					
2202	Office of the Prosecutor	Office Specialist	CR, CL	1/17/2012	\$ 12.49
Membership Services					
2003	Elections	Election Specialist	CR	1/4/2012	\$ 11.32
2004	Hia-Ced O'odham	Hia-Ced O'odham Project Coordinator		1/4/2012	\$ 15.22
Department of Health and Human Services					
2120	Behavioral Health	Counselor		1/17/2012	\$ 15.60
2118	Behavioral Health	Counselor Specialist		1/23/2012	\$ 19.49
2119	Behavioral Health	Counselor Specialist		1/17/2012	\$ 19.49
2115	Child Welfare	Administrative Assistant	CR	1/4/2012	\$ 30,137.00
2203	Child Welfare	Case Manager		1/23/2012	\$ 47,004.00
2111	Child Welfare	Group Home Worker		1/4/2012	\$ 15.22
2177	Child Welfare	Program Manager, Senior		1/9/2012	\$ 69,777.00
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
2136	Community Health Services	Health Planner		1/4/2012	\$ 49,383.00
2143	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2144	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2098	Health Transportation Service	Billing Technician		2/6/2012	\$ 15.22
2196	Health Transportation Service-Site: San Xavier	Program Coordinator		1/17/2012	\$ 19.49
2197	Health Transportation Service	Transit Driver		1/17/2012	\$ 12.81
2034	Special Needs	Maternal and Child Health Advocate		1/9/2012	\$ 19.01
Department of Education					
2081	Administration	Librarian		1/4/2012	\$ 44,739.00
2210	Administration	Education Liaison	NEW	2/6/2012	\$ 42,583.00
2110	Early Childhood	Child Care Specialist		1/4/2012	\$ 9.29
2188	Early Childhood - Site: San Xavier	Child Care Specialist		1/23/2012	\$ 9.29
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
2207	Early Childhood	Program Manager, Senior		1/23/2012	\$ 69,777.00
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		1/4/2012	\$ 14.49
2006	One Stop	Office Specialist	CR, CL	1/30/2012	\$ 12.49
2013	Recreation-Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47

Department of Education						
2016	Recreation-Site: Hickiwan	Recreation Aide	NEW	2/6/2012	\$	10.77
2022	Recreation-Site: Hickiwan	Water Safety Specialist		1/4/2012	\$	11.32
2017	Recreation-Site: Menager's Dam	Recreation Aide		1/4/2012	\$	10.77
2178	Recreation-Site: Pisinemo	Office Specialist	CR, CL	1/9/2012	\$	12.49
2020	Recreation-Site: Pisinemo	Principal Lifeguard		1/4/2012	\$	12.49
2194	Recreation-Site: Pisinemo	Water Safety Specialist		1/17/2012	\$	11.32
2021	Recreation-Site: San Xavier	Principal Lifeguard		1/4/2012	\$	12.49
2204	Recreation-Site: San Xavier	Recreation Program Coordinator		1/17/2012	\$	20.47
2153	Recreation-Site: San Xavier	Recreation Specialist		1/4/2012	\$	12.49
2199	Recreation-Site: Sells	Principal Lifeguard		1/17/2012	\$	12.49
2195	Recreation-Site: Sells	Recreation Aide		1/17/2012	\$	10.77
Department of Natural Resources						
2055	Solid Waste Management Program	Heavy Equipment Mechanic	CL	1/9/2012	\$	19.49
2214	Cultural Museum - Site: Topawa	Office Specialist	NEW CR, CL	2/6/2012	\$	12.49
Department of Public Safety						
2010	Tribal Employment Rights Office	Administrative Assistant	CR	1/4/2012	\$	30,137.00

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

DEPARTMENT	POSITION (S)	CLOSING DATE
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

Salt River Pima-Maricopa Indian Community

Position	Closing Date	Salary
Prosecutor	Open Until Filled	\$106,539 - \$157,148
Licensed Associate Judge	Open Until Filled	\$96,610 - \$140,084

For more information, please visit www.srpmic-nsn.gov/employment or call (480) 362-7925

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **EDUCATION LIAISON**
 SALARY: **\$42,583.00, PLUS BENEFITS**

OPENING DATE: **February 06, 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: Exempt

DEPARTMENT: Dept. of Education/**Administration**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, serves as the buffer and contact liaison between the Tohono O'odham Nation Education Department and the various schools that Tohono O'odham Nation students attend; provides information and assistance to schools, students, parents and various agencies, ensures compliance with all federal, state, tribal and other established requirements.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Education, Public Administration or closely related field and four years' work experience in an educational environment, program management or strategic planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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

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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: RECREATION AIDE
SALARY: \$10.77, PER HOUR, PLUS BENEFITS

OPENING DATE: **February 06, 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: Education/Recreation

JOB LOCATION: Hickiwan, AZ

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational 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.
- 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: **February 06, 2012**

CLOSING DATE: **February 17, 2012**

*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: Natural Resources/Cultural Museum

JOB LOCATION: Topawa, 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:

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

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