

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



Job Summary - February 27, 2012

HR 210	Department/Program	Position	Note	Opening Date	FY 2012 Salary
Executive Office					
2038	Executive	Legal Assistant	CR	1/17/2012	\$ 41,544.00
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
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
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	\$ 14.49
2129	Community Health Services - Site: San Lucy	Community Health Representative		2/13/2012	\$ 13.79
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
2222	Community Health Services	Program Coordinator		1/21/2012	\$ 19.49
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
2230	Health Transportation Service - Site: San Simon	Transit Driver		2/13/2012	\$ 12.81
Department of Education					
2210	Administration	Education Liaison		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
2016	Recreation-Site: Hickiwan	Recreation Aide		2/6/2012	\$ 10.77
2022	Recreation-Site: Hickiwan	Water Safety Specialist		1/4/2012	\$ 11.32
2017	Recreation-Site: Manager's Dam	Recreation Aide		1/4/2012	\$ 10.77
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
2199	Recreation-Site: Sells	Principal Lifeguard		1/17/2012	\$ 12.49
Department of Natural Resources					
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
2214	Cultural Museum - Site: Topawa	Office Specialist	CR, CL	2/6/2012	\$ 12.49

CR=Clerical Required CL=Career Ladder

Department of Public Safety

2031	Tribal Employment Rights Office	TERO Director	2/21/2012	\$ 73,310.00
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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**Salt River Pima-Maricopa Indian Community**

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
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