

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 – February 14, 2011

<u>HRO 210</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>CLOSING DATE</u>	<u>FY 2011 SALARY</u>
General Support Services				
1225	Grants and Contracts	General Accounting Manager	Open until Filled	\$59,080.15
Membership Services				
1108	Hia-Ced O'odham	Administrative Secretary	Open until Filled	\$12.51 hr
Department of Human Services				
1242	Behavioral Health	Counselor I	Open Until Filled	\$13.80 hr
1209	Behavioral Health	Counselor II	Open until Filled	\$16.01 hr
1169	Behavioral Health	Treatment Coordinator I	Open Until Filled	\$40,884.67
1210	Behavioral Health	Secretary	Open until Filled	\$11.33 hr
1156	Behavioral Health	Medical Records Clerk	Open until Filled	\$11.33 hr
1240	Child Welfare	Administrative Assistant	Open until Filled	\$14.15 hr
1232	Child Welfare	Billing Technician	Open until Filled	\$12.82 hr
1234/1235	Child Welfare	Group Home Worker (2)	Open until Filled	\$10.78 hr
1022	Community Health	Community Health Representative	Open until Filled	\$13.47 hr
1245	Community Health	Assistant Manager	Open until Filled	\$52,902.63
1253/1255	Community Health	Disease Intervention Specialist (2)	Open until Filled	\$39,406.91
1246	Health Transportation Service – Site: San Simon Supervisor, Health Transportation Services		Open until Filled	\$35,286.47
1032	Health Transportation Service – Site: Ak Chin Supervisor, Health Transportation Services		Open until Filled	\$35,286.47
1013	HOPP- Site: Sells	Fitness & Field Supervisor	Open Until Filled	\$39,406.91
1008	HOPP- Site: North Komelic	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1010	HOPP- Site: San Miguel	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr
1011	HOPP- Site: Hickiwan	Fitness & Nutrition Specialist	Open Until Filled	\$16.41 hr

Department of Education

1007	Administration	Librarian	Open until Filled	\$42,417.85
1251	Early Childhood	Accounting Technician	Open until Filled	\$12.51 hr
1249	Early Childhood	Cook Aide (1680 hours)	Open until Filled	\$8.22 hr
1254	Early Childhood - Site: Sells	Child Care Assistant	Open until Filled	\$8.22 hr
1223	Early Childhood - Site: Vaya Chin	Teacher Aide (1680 hours)	Open until Filled	\$10.52 hr
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			
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
	Recreation - Site: San Xavier			
1192		Principal Lifeguard	Open until Filled	\$11.05 hr
	Recreation - Site: Sells			
1250		Recreation Aide	Open until Filled	\$8.85 hr
1248	Scholarship Fund	Secretary	Open until Filled	\$11.33 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 - Site: San Simon	Secretary	Open Until Filled	\$11.33 hr

Department of Natural Resources

1263	Cultural Center Museum-NEW	Security Guard	Open Until Filled	\$11.90 hr
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

Department of Public Safety

1252	Law Enforcement-NEW	Administrative Assistant	Open until Filled	\$14.15 hr
1091/1093	Fire	Firefighter (3)	Open until Filled	\$41,582.24
1094				

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: SECURITY GUARD

SALARY: \$11.90 hour, plus benefits

OPENING DATE: February 14, 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: Nonexempt/Rotating 24 hour shifts

DEPARTMENT: Natural Resources/Cultural Center Museum

JOB LOCATION: Topawa, AZ

STATEMENT OF JOB: Provides security and surveillance services for the grounds, facility, visitors, and guests of the Tohono O'odham Nation Cultural Center & Museum. Because of the Cultural Center & Museum is located 10 miles from the international United States-Mexico border, extra vigilance and caution must be exercised. The listed task are ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D. certificate plus six months related work experience.

-- OR --

An equivalent combination of education and experience.

-- AND --

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI or major traffic offenses within the past three (3) years).
- Must be able to complete specialized security training after hire.
- Must successfully complete a background investigation and fingerprint check and 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) **resume, three reference letters and copy of 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."



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JOB ANNOUNCEMENT

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

OPENING DATE: **February 14, 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: **DPS/Police-Corrections**

JOB LOCATION: **Sells, Arizona**

STATEMENT OF JOB: Performs a variety of administrative and advanced secretarial work in support of an office or assigned individuals; compile organizational and operational data for analysis and May leads the work of assigned clerical and/or secretarial staff. 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. equivalency.
2. Three (3) years of experience working in a secretarial and/or administrative experience.
3. Clerical skills: (applicant must be tested or provide a certificate indicating skill level from the Career Center or other approved school or agency)
Typing 45 w.p.m Grammar 55% Spelling 55% Math 55% Records Management 55%

-- OR --

An equivalent combination of education, training and experience that demonstrates the knowledge or skills required to complete 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 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 letters of reference, copy of High School Diploma/G.E.D. Certificate, copy of certification(s) and copy of valid 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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