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 - March 12, 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
General Support Services					
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
Department of Health and Human Services					
2120	Behavioral Health	Counselor		1/17/2012	$ 15.60
2115	Child Welfare	Administrative Assistant	CR	1/4/2012	$ 14.49
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
2144	Community Health Services	Registered Nurse		1/9/2012	$ 82,943.00
2230	Health Transportation Service - Site: San Simon	Transit Driver		2/13/2012	$ 12.81
Department of Education					
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
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: Menager'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
2215	Cultural Museum - Site: Topawa	Security Guard	***NEW***	3/12/2012	$ 12.49
Department of Public Safety					
2031	Tribal Employment Rights Office	TERO Director		2/21/2012	$ 73,310.00
2224	Law Enforcement	Registration Compliance Officer	***Correction***	3/5/2012	$ 19.97
2225	Law Enforcement	Registration/Notification Specialist	CR-***Correction***	3/5/2012	$ 16.39
2226	Law Enforcement	Program Manager		3/5/2012	$ 60,169.00
2228	Law Enforcement	Program Manager		3/5/2012	$ 60,169.00
2227	Law Enforcement	Office Specialist	CR, CL	3/5/2012	$ 12.49
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	$ 14.49

CR=Clerical Required CL=Career Ladder

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**

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JOB ANNOUNCEMENT

JOB TITLE: **SECURITY GUARD**
SALARY: **$12.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 12, 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: Natural Resources/**Cultural Center & Museum** JOB LOCATION: Topawa, AZ

POSITION SUMMARY: Under general supervision, provides security and surveillance services for area of assignment which may include Himdag Ki: Hek hu, Hemu, Im B I-Ha'ap, the Tohono O'odham Nation Cultural Center & Museum, or the Tohono O'odham Nation's (Nation) group homes according to policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in related field.

—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.

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

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

Correction

JOB TITLE: **REGISTRATION COMPLIANCE OFFICER**
SALARY: **$19.97 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 5, 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: Department of Public Safety/**Law Enforcement** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, ensures verification, compliance, and investigation of a sex offender registration violation by maintaining laws and ordinances. Fosters open and continuous communication and cooperation between the community and law enforcement.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or related field, and one year work experience in criminal justice systems or in an enforcement capacity, or 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.
- 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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JOB ANNOUNCEMENT

Correction

TITLE: **REGISTRATION/NOTIFICATION SPECIALIST**
SALARY: **$16.39 PER HOUR, PLUS BENEFITS**

OPENING DATE: **March 5, 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. **Clerical testing is required.**

STATUS: Probationary/Permanent, Full-Time HRS/WK: Non-Exempt

DEPARTMENT: Department of Public Safety/**Law Enforcement** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs daily operations of the Registered Sex Offender Unit. Examines, classifies, registers, and tracks convicted sex offenders in compliance with the Tohono O'odham Nation's Sex Offender Registration and Notification Law.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and four years' work experience in an administrative or law enforcement field, 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 25 Words Per Minute.

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
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