

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 16, 2015

| HR 210 | Department/Program/Division | Job Title | Note | Opening Date | FY 2015 Salary |
|--|---|---------------------------------|----------------------|--------------|----------------|
| General Support Services | | | | | |
| 4036 | Department of Information and Technology | PC Technician | CL | 10/20/2014 | \$ 19.10 |
| Justice Programs | | | | | |
| 4108 | Office of Prosecutor | Attorney Prosecutor | <i>Re-Advertised</i> | 3/16/2015 | \$ 70,118.00 |
| Department of Education | | | | | |
| 4138 | Recreation - Site: Hickiwan | Recreation Aide | | 1/20/2015 | \$ 11.10 |
| 4141 | Early Childhood/Head Start Site: Vaya Chin | Cook | | 1/12/2015 | \$ 11.66 |
| 4134 | Early Childhood/Head Start Site: San Xavier | Cook Aide | | 1/12/2015 | \$ 9.11 |
| 4142 | Early Childhood/Head Start Site: Sells | Teacher | | 2/9/2015 | \$ 19.10 |
| 4146 | Early Childhood/Head Start Site: San Xavier | Teacher | | 1/20/2015 | \$ 19.10 |
| 4198 | Education/SIE Grant | Program Manager | | 3/2/2015 | \$ 61,974.00 |
| 4199 | Education/Scholarship | Education Assistance Specialist | | 3/9/2015 | \$ 15.68 |
| Department of Planning and Economic Development | | | | | |
| 4156 | Realty Office | Realty Specialist | <i>Re-Advertised</i> | 3/16/2015 | \$ 20.57 |

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 EXCEPT ORIENTATION FRIDAY'S**. If applying 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.

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, high school 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) (CR) | Open Continuous |
| Police Department | Corrections Officer (CL) (CR) | Open Continuous |

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O’odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4108

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **ATTORNEY PROSECUTOR**
SALARY: **\$60,462.00 - \$70,118.00, PLUS BENEFITS**

OPENING DATE: **March 16, 2015**

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. * **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 Attorney Prosecutor level is met.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: **Office of the Prosecutor**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, presents criminal complaints and prosecutes individuals accused of violating the laws or ordinances of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree from an accredited law school and one year work experience in the legal field.

—AND—

- Must be an Arizona Bar Member.
- 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.

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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4156

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: REALTY SPECIALIST
SALARY: \$20.57 PER HOUR, PLUS BENEFITS

OPENING DATE: March 16, 2015

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: Planning/Realty Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides technical assistance and legal sufficiency of instruments, conveyances, and title documents, pertaining to ownership in connection with acquisitions, lease disposals exchanges, partitions, right-of-way and other reality transactions.

MINIMUM QUALIFICATIONS:

- Associates Degree in Real Estate Management or closely related field, and two years' work experience in Real Estate; 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.

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