

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 17, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
General Support Services					
3721	Department of Information & Technology	Help Desk Specialist		3/10/2014	\$ 13.52
Justice					
3711	Office of the Prosecutor	Prosecutor		2/3/2014	\$ 70,118.00
Department of Health and Human Services					
3728	Behavioral Health	Office Specialist	CR, CL	3/10/2014	\$ 12.87
3671	Behavioral Health - Site: Ak Chin	Peer Specialist	NEW	3/17/2014	\$ 11.66
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3607	Health Transportation Services - Site: Ak Chin	Transit Dispatcher		1/13/2014	\$ 15.30
3689	Management of Health	Administrative Assistant	CR	1/21/2014	\$ 14.92
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
Department of Education					
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3691	Recreation - Site: Hickiwan	Maintenance Technician		1/21/2014	\$ 12.25
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3527	Recreation - Site: Manager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	\$ 21.09
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)	NEW	3/17/2014	\$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)	NEW	3/17/2014	\$ 10.56
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL - NEW	3/17/2014	\$ 22.71
Department of Public Safety					
3668	Law Enforcement	Financial Crimes Investigator		3/10/2014	\$ 28.36
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

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, 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3671

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: PEER SPECIALIST
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: March 17, 2014

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: Health & Human Services/Behavioral Health-SMI **JOB LOCATION: Ak Chin, AZ**

POSITION SUMMARY: Under close supervision, helps and supports fellow peers cultivate their independence, self-confidence, and self-esteem; empowers others to explore new options, resources, relationships, feelings, attitudes, and rights. The Peer Specialist is a mentor, companion, educator, advocate and friend to program clients.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in working in a position assisting others with basic needs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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.

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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3730

JOB ANNOUNCEMENT

JOB TITLE: BIOLOGICAL FIELD TECHNICIAN (OCCASIONAL)
SALARY: \$10.56 PER HOUR, PLUS BENEFITS

OPENING DATE: March 17, 2014

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: Occasional (Not to exceed 800 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Wildlife & Vegetation Management **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under close supervision, assists in research, field and/or technical investigations and surveys, and statistical analyses and data interpretations; gathers data for a non-invasive detection study on jaguars in the Baboquivari Mountains on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma and six months work experience or studies in a biological/wildlife field, to include documenting, recording, and processing information, 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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3735

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JOB ANNOUNCEMENT

JOB TITLE: HYDROLOGY TECHNICIAN
SALARY: \$15.30 - \$22.71* PER HOUR, PLUS BENEFITS

OPENING DATE: March 17, 2014

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 Hydrology Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Water Resources/Water Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, accomplishes the department's objectives by providing technical and manual support in the collection, recording and processing of hydrologic data for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years of work experience in a hydrological field, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have completed a minimum of twenty-four (24) credit hours with a grade of C or better at an accredited college, based on the departmental training program. All recognized credit hours must prepare the applicant for taking the American Institute of Hydrology – Hydrologic Technician Certification Examination—Level I
- 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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