

TOHONO O'ODHAM NATION

PLEASE POST

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 26, 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
2011	Gaming	Gaming Inspector Supervisor	CR, CL - NEW	3/26/2012	\$ 64,795.00
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
2235	Facility Management	Maintenance Technician	NEW	3/26/2012	\$ 11.89
Membership Services					
2003	Elections	Election Specialist	CR	1/4/2012	\$ 11.32
2004	Hia Ced O'odham	Hia Ced O'odham Project Coordinator	Re-Advertised	3/26/2012	\$ 15.22
Department of Health and Human Services					
2118	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2119	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2120	Behavioral Health	Counselor		1/17/2012	\$ 15.60
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
Department of Education					
2081	Administration	Librarian	Re-Advertised	3/26/2012	\$ 44,739.00
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
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
2018	Recreation-Site: Menager's Dam	Recreation Specialist	Re-Advertised	3/26/2012	\$ 12.49
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		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		3/5/2012	\$ 19.97
2225	Law Enforcement	Registration/Notification Specialist	CR	3/5/2012	\$ 16.39
2226	Law Enforcement - Corrections	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

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

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE



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: GAMING INSPECTOR SUPERVISOR
SALARY: \$47,004.00 - \$64,795.00*, PLUS BENEFITS

OPENING DATE: March 26, 2012 CLOSING DATE: April 5, 2012

*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 Gaming Inspector Supervisor level is met. Clerical testing is required.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, the Gaming Inspector Supervisor protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by supervising personnel engaged in monitoring the gaming operations and facility. Ensures the gaming facility operates in accordance with the Tribal Gaming Ordinance, Regulations, Minimum Internal Control Standards (MICS), Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGCS) standards.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, or a closely related field and three years of work experience in casino operations or a regulatory environment; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before 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.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.

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

JOB TITLE: MAINTENANCE TECHNICIAN
SALARY: \$11.89, PER HOUR, PLUS BENEFITS

OPENING DATE: March 26, 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: General Support Services/Facility Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, 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.

ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- 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

JOB TITLE: HIA'CED O'ODHAM PROJECT COORDINATOR

SALARY: \$15.22 PER HOUR, PLUS BENEFITS

OPENING DATE: March 26, 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: Membership/Hia'Ced O'odham Program

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides project support to the Hia'Ced O'odham Program related to the Master Land Use Plan and District 12 enumeration.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in an office environment, 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.

ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- 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

JOB TITLE: **LIBRARIAN**

SALARY: **\$44,739.00, PLUS BENEFITS**

OPENING DATE: **March 26, 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: Exempt

DEPARTMENT: Dept. of Education/**Administration**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, promotes knowledge and education to the Tohono O'odham Nation by accomplishing the Library's strategic objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Library Science or related field and two years' work experience in library administration, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—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.
- 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.

ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
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JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST
SALARY: \$12.49, PER HOUR, PLUS BENEFITS

OPENING DATE: **March 26, 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: Education/**Recreation**

JOB LOCATION: Manager's Sam

POSITION SUMMARY: Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, 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 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.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
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