

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 - April 9, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
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
2235	Facility Management	Maintenance Technician		3/26/2012	\$ 11.89
2248	Human Resources	Human Resources Assistant	NEW	4/9/2012	\$ 16.80
Membership Services					
2244	Enrollment	Enrollment Specialist	CR	4/2/2012	\$ 11.32
2003	Elections	Election Specialist	CR	1/4/2012	\$ 11.32
2004	Hia Ced O'odham	Hia Ced O'odham Project Coordinator		3/26/2012	\$ 15.22
Department of Planning and Economic Development					
2155	Real Property Management	Custodial/Grounds Worker		4/2/2012	\$ 10.77
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		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		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
2195	Recreation-Site: Sells	Recreation Aide	Re-Advertised	4/9/2012	\$ 10.77
2245	Vocational Rehabilitation	Program Manager	NEW	4/9/2012	\$ 60,169.00
Department of Natural Resources					
2145	Administration	Natural Resources Technician		4/2/2012	\$ 20.47
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
2247	Cultural Center & Museum	Maintenance Technician	NEW	4/9/2012	\$ 11.89
Department of Public Safety					
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
2049	Law Enforcement	Administrative Assistant, Senior	CR - <i>NEW</i>	4/9/2012	\$	16.80

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: HUMAN RESOURCES ASSISTANT

SALARY: \$16.80 PER HOUR, PLUS BENEFITS

OPENING DATE: April 9, 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: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, work with components of training and development, employment, employee relations, benefits, compensation, security clearances and Human Resources Information Systems (HRIS) development.

MINIMUM QUALIFICATIONS:

- Associate's degree in Business, Public Administration, Criminal Justice or related field and two years demonstrated work experience in human resources database management and all employment related activities, 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 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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The 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: RECREATION AIDE
SALARY: \$10.77, PER HOUR, PLUS BENEFITS

OPENING DATE: April 9, 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: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational 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 Authorization to Release Information document.
- 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.
- 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.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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

JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM MANAGER**

SALARY: **\$60,169.00, PLUS BENEFITS**

OPENING DATE: **April 9, 2012**

CLOSING DATE: **April 20, 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.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Education/Vocational Rehabilitation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, accomplishes the program's objectives by managing the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human or Social Services and three year's management experience in program and/or grant administration, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- Two years 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:

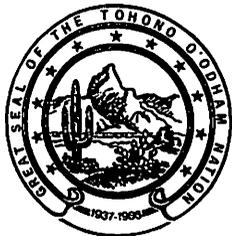
- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and 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.
- 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: **MAINTENANCE TECHNICIAN**
SALARY: **\$11.89 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 9, 2012**

CLOSING DATE: **April 20, 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.

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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT, SENIOR

SALARY: \$16.80 PER HOUR, PLUS BENEFITS

OPENING DATE: April 9, 2012

CLOSING DATE: April 20, 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. 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 a variety of complex administrative support duties.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in the clerical 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 45 words per minute and demonstrate 70% 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.
- 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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