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 16, 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
2235	Facility Management	Maintenance Technician		3/26/2012	$ 11.89
2248	Human Resources	Human Resources Assistant		4/9/2012	$ 16.80
2251	Human Resources	Records Information Systems Technician	CR - ***NEW***	4/16/2012	$ 18.55
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 Health and Human Services					
2118	Behavioral Health	Counselor, Senior		3/19/2012	$ 21.51
2119	Behavioral Health	Counselor, Senior		3/19/2012	$ 21.51
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
2256	Early Childhood	Disabilities Specialist	***NEW***	4/16/2012	$ 17.22
2013	Recreation-Site: Hickiwan	Recreation Program Coordinator		1/17/2012	$ 20.47
2016	Recreation-Site: Hickiwan	Recreation Aide		2/6/2012	$ 10.77
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
2195	Recreation-Site: Sells	Recreation Aide		4/9/2012	$ 10.77
2245	Vocational Rehabilitation	Program Manager		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		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	4/9/2012	$ 16.80
2253	Law Enforcement	Animal Control Officer	***NEW***	4/16/2012	$ 17.65
2254	Law Enforcement	Animal Control Officer	***NEW***	4/16/2012	$ 17.65
2259	Law Enforcement	Criminal Intelligence Analyst	***NEW***	4/16/2012	$ 28.22

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

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JOB ANNOUNCEMENT

JOB TITLE: **RECORDS INFORMATION SYSTEMS TECHNICIAN**
SALARY: **$18.55 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 16, 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 test is required.**

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

DEPARTMENT: GSS/**Human Resources** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs complex technical tasks relating to records management, filing, imaging and/or scanning of the Tohono O'odham Nation's records. Responsible for organizing, coordinating, maintaining, reviewing, processing, scanning, indexing, forwarding and, retrieving records. Assist in the development and maintenance of the Tohono O'odham Nation's Electronic/Manual Records Management system. This position requires extensive public contact.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management and two years' work experience in records management, 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 20 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.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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Please keep copies for your own reference.

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JOB ANNOUNCEMENT

JOB TITLE: **DISABILITIES SPECIALIST**
SALARY: **$17.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 16, 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: Dept. of Education/ **Early Childhood** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides information and instruction on the regulations and policies that govern the Division of Early Childhood Development (DECD) Disability Program. Manages internal and external resources and distributes information regarding educational services and assistance. Designs and implements training modules for staff, personnel, and the parents associated with DECD Disability Program.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Early Childhood Education or Child Developmental or closely related field and three years work experience in education to include student learning and teaching techniques, 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 satisfy health requirements as defined by the federal program standards.
- 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: **ANIMAL CONTROL OFFICER**
SALARY: **$17.65 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 16, 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: Dept. of Public Safety/**Law Enforcement** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of routine difficulty in enforcing the Tohono O'odham Nation's Code Title 17, Chapter 7 - Animal Control. Patrols and investigates animal control complaints involving vicious or inhumane animals domestic or wild.

MINIMUM QUALIFICATIONS:

- Associates degree in animal sciences, veterinary sciences or law enforcement; two years of work experience in animal care and management, regulatory or compliance enforcement of ordinances/statutes and public laws inclusive of investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the 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.
- Must pass an extensive law enforcement criminal background investigation prior to employment. Any criminal records history will disqualify applicant.

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: **CRIMINAL INTELLIGENCE ANALYST**
SALARY: **$28.22 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 16, 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: Dept. of Public Safety/**Law Enforcement** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, establishes and develops protocol for the Tohono O'odham Nation Information Center (TONIC). Researches, obtains, interprets and disseminates confidential and non-confidential intelligence information upon request in direct support of the Tohono O'odham Nation Police Department's (TOPD) operations as well as for planning or reporting purposes. Coordinates with internal and external agencies to establish a refined approach to situational awareness. Ensures information obtained is accurate and released only to authorized personnel.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Criminal Justice, or related field and four years continuous work experience in law enforcement, military, to include two years in a Tribal, Federal Intelligence agency, State or local law enforcement intelligence unit, 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 possess a Professional Certification in Crime and Intelligence Analysis.
- Must possess Certification in Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States.
- 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.

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.
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