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 30, 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					
2074	Accounting	Payroll Technician	*Re-Advertised*	4/30/2012	$ 13.45
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
2269	Grants and Contracts	Administrative Assistant, Senior	CR - *NEW*	4/30/2012	$ 16.80
Membership Services					
2244	Enrollment	Enrollment Specialist	CR	4/2/2012	$ 11.32
2003	Elections	Election Specialist	CR	1/4/2012	$ 11.32
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
2114	Child Welfare	Program Coordinator	*NEW*	4/30/2012	$ 19.49
2266	Child Welfare	Transit Driver	*NEW*	4/30/2012	$ 12.81
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
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	$ 12.81
2233	Healthy O'odham Promotional Program	Health Education Specialist		4/23/2012	$ 19.01
Department of Education					
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
2258	Early Childhood - Site: Sells	Teacher		4/23/2012	$ 18.55
2231	One Stop	Career and Employment Specialist		4/23/2012	$ 15.99
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
2261	Recreation - Site: Sells	Recreation Program Coordinator		4/23/2012	$ 20.47
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
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
2253	Law Enforcement	Animal Control Officer		4/16/2012	$ 17.65
2254	Law Enforcement	Animal Control Officer		4/16/2012	$ 17.65

CR=Clerical Required CL=Career Ladder

2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	$	28.22

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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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **PAYROLL TECHNICIAN**
SALARY: **$13.45 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 30, 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/**Accounting** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, compiles and maintains payroll data for the bi-weekly processing of payroll for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Associates Degree in Accounting, Finance, or related field, and one year work experience in an internal automated payroll unit, accounting data entry; 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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Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"

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JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT, SENIOR**
SALARY: **$16.80 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 30, 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 testing is required.**

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

DEPARTMENT: GSS/**Grants and Contracts** 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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JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM COORDINATOR**
SALARY: **$19.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 30, 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: Health and Human Services/Child Welfare JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, 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 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.
- 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

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JOB ANNOUNCEMENT

JOB TITLE: **TRANSIT DRIVER**
SALARY: **$12.81 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 30, 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: Health and Human Services/**Child Welfare** JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—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.
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