

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 - June 4, 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					
2270	Executive	Executive Director, Treasury		5/7/2012	\$ 123,130.00
2092	Executive	Office Specialist	CR,CL - <i>NEW</i>	6/4/2012	\$ 12.49
2240	Gaming	Director of Gaming		5/7/2012	\$ 87,142.00
2277	Gaming	Gaming Compliance Auditor	CR- <i>Re-Advertised</i>	6/4/2012	\$ 50,618.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
General Support Services					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2074	Accounting	Payroll Technician		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
2269	Grants and Contracts	Administrative Assistant, Senior	CR	4/30/2012	\$ 16.80
2255	Grants and Contracts	Principal Accountant		5/14/2012	\$ 50,618.00
Department of Health and Human Services					
2283	Behavioral Health	Administrative Assistant	CR	5/14/2012	\$ 14.49
2118	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2119	Behavioral Health	Counselor, Senior		3/19/2012	\$ 21.51
2285	Behavioral Health	Prevention Specialist		5/14/2012	\$ 19.97
2282	Behavioral Health	Project Manager		5/14/2012	\$ 54,510.00
2284	Behavioral Health	Project Manager		5/14/2012	\$ 54,510.00
2287	Child Welfare	Group Home Supervisor		5/21/2012	\$ 40,531.00
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2266	Child Welfare	Transit Driver		4/30/2012	\$ 12.81
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
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
2130	Community Health Services	Community Health Representative		5/14/2012	\$ 13.79
2144	Community Health Services	Registered Nurse		1/9/2012	\$ 82,943.00
2293	Health Transportation Services - Site: Sells	Transit Dispatcher		5/29/2012	\$ 14.85
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					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2189	Early Childhood	Child Care Trainer/Monitor		1/23/2012	\$ 28,685.00
2256	Early Childhood	Disabilities Specialist		5/14/2012	\$ 17.22
2288	Early Childhood	Disabilities Specialist		5/29/2012	\$ 17.22
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver		5/29/2012	\$ 14.49
2231	One Stop	Career and Employment Specialist		4/23/2012	\$ 15.99
2278	One Stop	Career and Employment Specialist		5/14/2012	\$ 15.99
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Manager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2178	Recreation - Site: Pisinemo	Office Specialist	CR,CL	5/29/2012	\$ 12.49
2252	Recreation - Site: San Xavier	Recreation Specialist		5/29/2012	\$ 12.49
2289	Recreation - Site: Sells	Maintenance Technician		5/21/2012	\$ 11.89
2261	Recreation - Site: Sells	Recreation Program Coordinator		4/23/2012	\$ 20.47

CR=Clerical Required CL=Career Ladder

2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
2274	Scholarship - Site: Sells	Office Specialist	CR, CL	5/7/2012	\$ 12.49
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
2186	Cultural Center & Museum	Museum Specialist		5/7/2012	\$ 15.22
Department of Public Safety					
2065	Fire	Firefighter	NEW	6/4/2012	\$ 44,739.00
2180	Fire	Firefighter	NEW	6/4/2012	\$ 44,739.00
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 - Corrections	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
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22
2300	Law Enforcement	Accounting Specialist	NEW	6/4/2012	\$ 17.22

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

<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

OTHER EMPLOYER'S RECRUITMENT

A Foreign Language Service (AFLS)

Position

Tohono O'odham/English Interpreters in the Tucson Area

Please contact Chris Slaughter at (480) 813-4242 for information regarding this contract position.

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: **OFFICE SPECIALIST**

SALARY: **\$10.77 - \$12.49* PER HOUR, PLUS BENEFITS**

OPENING DATE: **June 4, 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. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive /Executive

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

ADDITIONAL REQUIREMENTS:

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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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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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **GAMING COMPLIANCE AUDITOR**
 SALARY: **\$50,618.00, PLUS BENEFITS**

OPENING DATE: **June 4, 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: Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting, or closely related field and two years' work experience in auditing or gaming investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- 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.
- Must demonstrate 70% 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.
- 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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2065
2180

JOB ANNOUNCEMENT

JOB TITLE: FIREFIGHTER (2 positions)
SALARY: \$44,739.00, PLUS BENEFITS

OPENING DATE: June 4, 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. Public Safety/Fire

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, protects life and property of the Tohono O'odham Nation and its residents through Firefighting, Hazardous Material Handling, Emergency Medical Services (EMS) and other rescue activities often performed under conditions that require strenuous physical exertion. Major elements of work are supervised drills and training in Firefighting, Hazardous Materials Handling and EMS skills. Firefighters are assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.
- AND—
- Bilingual O'odham/English preferred.
 - Must be certified as a Firefighter II (NFPA 1001 Standards)/EMT-B or higher.
 - Must have a valid Healthcare Provider or equivalent Cardio Pulmonary Resuscitation (CPR) certification.
 - Must pass a medical examination.
 - External Applicant: Must pass a physical agility test, medical examination, and a written examination with a score of 75% or higher, based on the IFSTA Essentials of Firefighting 4th Edition Study Guide.
 - 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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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

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

OPENING DATE: **June 4, 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 general accounting duties, which includes the processing and maintenance of general ledger records processes and maintains general ledger records in accordance with established policies, procedures, and guidelines.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, 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.
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