

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 24, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
General Support Services					
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
3124	Administration	Planner		5/20/2013	\$ 20.98
3126	Administration	Planner		5/30/2013	\$ 20.98
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3317	Behavioral Health	Records Clerk	CR / Re-advertised	6/24/2013	\$ 13.79
3219	Child Welfare	Group Home Worker		6/3/2013	\$ 15.22
3003	Community Health Services	Billing Technician		6/17/2013	\$ 15.22
3232	Community Health Services	Community Health Representative		3/25/2013	\$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	\$ 40,531.00
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	\$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	\$ 12.81
3292	Senior Services	Cook Aide		4/15/2013	\$ 8.84
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	\$ 11.32
3311	Early Childhood - Site: Sells	Teacher Aide		4/29/2013	\$ 11.32
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist		6/3/2013	\$ 15.22
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3341	Recreation - Site: Sells	Recreation Program Coordinator		5/20/2013	\$ 20.47
3142	Recreation - Site: Sells	Recreation Specialist		6/17/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3355	Cultural Center/Museum	Museum Trainee (Part-Time)		6/17/2013	\$ 10.25
3356	Cultural Center/Museum	Museum Trainee (Part-Time)		6/17/2013	\$ 10.25
Department of Public Safety					
3173	Corrections	Administrative Assistant, Senior	CR, CL	6/10/2013	\$ 16.80
3168	Corrections	Corrections Support Specialist	CR	6/10/2013	\$ 14.85
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77

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, high school 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) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Social Security Administration Office

Position: Janitorial Technician - Sells Hospital
Janitorial services needed for Mondays and Friday mornings.

For more information: 1-866-220-9779 ext. 16203

(or)

Social Security Administration
Attention: Debra
88 W. 38th Street, Suite 100
Tucson, Arizona 85713



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3317

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: RECORDS CLERK
SALARY: \$13.79 PER HOUR, PLUS BENEFITS

OPENING DATE: June 24, 2013

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: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, performs clerical work of moderate difficulty related to the maintenance of records. Receives reviews and files and retrieves documents.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management or closely related field and one year work experience in a records management 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 citations 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 30 words per minute and demonstrate 50% proficiency in grammar, spelling and math.

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"