

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 - July 15, 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					
3086	Accounting	Office Specialist	CR, CL	7/8/2013	\$ 12.49
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	\$ 57,270.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
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
Department of Education					
3360	Early Childhood - Site: Sells	Child Care Specialist		7/1/2013	\$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
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
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Manager'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
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Public Safety					
3173	Corrections	Administrative Assistant, Senior	CR, CL	6/10/213	\$ 16.80
3168	Corrections	Corrections Support Specialist	CR	6/10/2013	\$ 14.85
3362	Law Enforcement	Assistant Police Chief	NEW	7/15/2013	\$ 85,017.00
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	\$ 10.77
3352	TERO	TERO Compliance Officer		7/8/2013	\$ 44,739.00

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

3362

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

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT POLICE CHIEF
SALARY: \$85,017.00, PLUS BENEFITS

OPENING DATE: July 15, 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.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, the Assistant Police Chief manages the daily activities of all law enforcement personnel commissioned and non-commissioned in the absence of the Chief of Police. Management of personnel in daily work activities with a high standard of ethical conduct, respectful interpersonal relationships, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Tohono O'odham culture.

MINIMUM QUALIFICATIONS:

- Associates Degree in criminal justice, police science, business or public administration, or closely related field and at least ten years' work experience as a certified police officer; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Must have at least six years of full time Police supervisory experience and three years' work experience in law enforcement command level management.

—AND—

- Must possess a basic Police Supervisory Training Certification.
- Must obtain certification of an executive-level supervisory training (120 hour minimum course), within eighteen months of hire.
- Must be compliant with NIMS standards within three years of hire.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess current Arizona Peace Officer Standards and Training (POST) Certification.
- Must possess and maintain a valid Arizona driver's license (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Must not have any Felony convictions or convictions that would be considered a Felony in the State of Arizona.

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"