

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 - August 11, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2014 Salary</u>
Executive					
3650	Executive Office	Office Specialist	<i>CL, CR</i>	6/16/2014	\$ 12.87
General Support Service					
3805	Facility Management	Maintenance Technician		7/28/2014	\$ 12.25
Justice Programs					
3808	Advocate	Advocate	<i>CL</i>	7/14/2014	\$ 20.07
Department of Health and Human Services					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	\$ 41,747.00
3788	Community Health/HIV AIDS	Program Supervisor		6/9/2014	\$ 53,440.00
3577	Community Health	Licensed Practical Nurse		5/12/2014	\$ 23.86
3782	Management of Health	Program Development Manager		6/2/2014	\$ 71,871.00
3803	Behavioral Health	Director of Clinical Services		7/14/2014	\$ 87,567.00
3809	Child Welfare	Cook		7/21/2014	\$ 11.66
Department of Education					
3818	Administration	Accounting Specialist		8/4/2014	\$ 17.74
3813	Administration	Director of Education		8/4/2014	\$ 71,874.00
3684	Child Care Services/Early Childhood	Child Care Specialist		8/4/2014	\$ 9.57
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3768	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		4/21/2014	\$ 11.66
3766	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3767	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3769	Recreation - Al Jek	Water Safety Specialist (Occasional)		6/16/2014	\$ 11.66
3763	Recreation - Site: Pisinemo	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3764	Recreation - Al Jek	Principle Lifeguard (Occasional)		6/16/2014	\$ 12.87
3762	Recreation - Site: San Xavier	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3761	Recreation - Site: Sells	Principle Lifeguard (Occasional)		4/21/2014	\$ 12.87
3796	One Stop	Program Coordinator		7/21/2014	\$ 20.08
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3819	Cultural Center & Museum	Receptionist	<i>NEW</i>	8/11/2014	\$ 10.83
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	<i>CL</i>	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	<i>CL</i>	7/7/2014	\$ 22.71
Department of Planning and Economic Development					
3815	Realty Office	Realty Specialist	<i>NEW</i>	8/11/2014	\$ 20.57
3816	Realty Office	Realty Specialist	<i>NEW</i>	8/11/2014	\$ 20.57
3817	Realty Office	Realty Specialist	<i>NEW</i>	8/11/2014	\$ 20.57
Department of Public Safety					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

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

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: **RECEPTIONIST**
SALARY: **\$10.83 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 11, 2014**

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: Natural Resources/**Cultural Center & Museum**

JOB LOCATION: **Topawa, AZ**

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To support the mission of Himdag Ki:, to protect and preserve Tohono O'odham Himdag (cultural heritage).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—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.

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"



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3817

JOB ANNOUNCEMENT

JOB TITLE: REALTY SPECIALIST
SALARY: \$20.57 PER HOUR, PLUS BENEFITS

OPENING DATE: August 11, 2014

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: Planning/Realty Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides technical assistance and legal sufficiency of instruments, conveyances, and title documents, pertaining to ownership in connection with acquisitions, lease disposals exchanges, partitions, right-of-way and other realty transactions.

MINIMUM QUALIFICATIONS:

- Associates Degree in Real Estate Management or closely related field, and two years' work experience in Real Estate; 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.
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