

**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](http://www.tonation-nsn.gov)



## Job Summary - August 18, 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>
<b>Executive</b>					
3650	Executive Office	Office Specialist	<i>CL, CR</i>	6/16/2014	\$ 12.87
<b>General Support Services</b>					
3510	Facility Management	Office Specialist	<i>CL, CR - NEW</i>	8/18/2014	\$ 12.87
3519	Human Resources	Safety Coordinator	<i>NEW</i>	8/18/2014	\$ 49,624.00
<b>Justice Programs</b>					
3808	Advocate	Advocate	<i>CL</i>	7/14/2014	\$ 20.07
3823	Office of Prosecutor	Senior Supervising Prosecutor	<i>NEW</i>	8/18/2014	\$ 50,865.00
<b>Department of Health and Human Services</b>					
3795	Health Transportation - Site: San Lucy	Program Coordinator		6/9/2014	\$ 41,747.00
3674	Health Transportation - Site: San Simon	Transit Driver	<i>NEW</i>	8/18/2014	\$ 13.19
3820	Health Transportation - Site: Ak Chin	Transit Driver	<i>NEW</i>	8/18/2014	\$ 13.19
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
<b>Department of Education</b>					
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 - Site: Santa Rosa	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
<b>Department of Natural Resources</b>					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3819	Cultural Center & Museum	Receptionist		8/11/2014	\$ 10.83
<b>Department of Water Resources</b>					
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
<b>Department of Planning and Economic Development</b>					
3815	Realty Office	Realty Specialist		8/11/2014	\$ 20.57
3817	Realty Office	Realty Specialist		8/11/2014	\$ 20.57
<b>Department of Public Safety</b>					
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 **3510**

## HUMAN RESOURCES OFFICE

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

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### JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SPECIALIST**

SALARY: **\$11.10 - \$12.87\*** PER HOUR, PLUS BENEFITS

OPENING DATE: **August 18, 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. \*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: **GSS/Facility Management**

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.

**SCOPE OF WORK:** To provide general building maintenance, custodial and landscaping services to the Nation's programs on a daily basis which will ensure a safe and healthy environment for all visitors and employees of the Nation.

#### 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.

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**

**3519**

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**JOB ANNOUNCEMENT**

**JOB TITLE: SAFETY COORDINATOR**  
**SALARY: \$49,624.00, PLUS BENEFITS**

**OPENING DATE: August 18, 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: GSS/Human Resources**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, provides education on potential hazards to minimize industrial injury, sickness or damages to Nation's property. Provide safety inspections of properties and employer sponsored events. Evaluate effectiveness of departmental safety and accident prevention programs.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Safety and Occupational Health or closely related field, and three years' work experience in Risk Management or in an insurance function of an organization, 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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**3823**

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**JOB ANNOUNCEMENT**

**JOB TITLE: SENIOR SUPERVISING PROSECUTOR**

**SALARY: \$50,865.00, PLUS BENEFITS**

**OPENING DATE: August 18, 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: Justice/Office of the Prosecutor**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, supervises and provides training to non-attorney prosecutors and other staff, and presents criminal, traffic and juvenile matters for prosecution in accordance with tribal, state, county, federal or other applicable laws.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Pre-Law, Criminal Justice or related field and one year work experience in a legal field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess a certification to practice in Tohono O'odham Nation Justice Courts or have the ability to obtain within 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.

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**3674**  
**3820**

**JOB ANNOUNCEMENT**

**JOB TITLE: TRANSIT DRIVER**  
**SALARY: \$13.19 PER HOUR, PLUS BENEFITS**

**OPENING DATE: August 18, 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: Health & Human Services/Health Transportation**    **JOB LOCATION: San Simon, AZ**  
**Ak Chin, 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 and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

**—AND—**

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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.

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