

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 27, 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					
2291	Advocate	Legal Secretary	CR,CL	7/23/2012	\$ 17.22
2092	Executive	Office Specialist	CR,CL	6/4/2012	\$ 12.49
2319	Executive - Magdalena Visitor Center Project	Project Coordinator (Occasional)		8/6/2012	\$ 20.00
2320	Executive - Magdalena Visitor Center Project	Laborer (Occasional)		8/6/2012	\$ 15.00
2323	Executive - Magdalena Visitor Center Project	Laborer (Occasional)		8/6/2012	\$ 15.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
2322	Gaming	Office Manager		8/20/2012	\$ 47,004.00
General Support Services					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
Justice					
2336	Attorney General	Legal Secretary	CR,CL NEW	8/27/2012	\$ 17.22
Department of Planning and Economic Development					
2309	Administration	Planner		7/16/2012	\$ 20.98
2328	Administration	Civil Engineer	NEW	8/27/2012	\$ 69,777.00
Department of Health and Human Services					
2335	Adult Protective Services	Case Manager		8/20/2012	\$ 47,004.00
2090	Adult Protective Services	Receptionist	NEW	8/27/2012	\$ 10.51
2283	Behavioral Health	Administrative Assistant	CR,CL	8/13/2012	\$ 14.49
2116	Child Welfare	Transit Driver		8/6/2012	\$ 12.81
2177	Child Welfare	Program Manager, Senior		6/11/2012	\$ 69,777.00
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2293	Health Transportation Services - Site: Sells	Transit Dispatcher		5/29/2012	\$ 14.85
2297	Health Transportation Services - Site: Sells	Transit Driver		6/11/2012	\$ 12.81
2298	Health Transportation Services - Site: San Lucy	Transit Driver		6/11/2012	\$ 12.81
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
Department of Education					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2103	Early Childhood	Health Education Specialist		7/23/2012	\$ 19.01
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver		5/29/2012	\$ 14.49
2306	Early Childhood - Site: Vaya Chin	Center Coordinator		7/16/2012	\$ 20.47
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	8/20/2012	\$ 12.49
Department of Natural Resources					
2331	Livestock	Utility Worker		8/13/2012	\$ 11.89
Department of Water Resources					
2310	Water Resources	Field Supervisor		6/18/2012	\$ 53,180.00
Department of Public Safety					
2314	Law Enforcement - Corrections	Assistant Corrections Administrator		8/13/2012	\$ 66,415.00
2316	Law Enforcement - Corrections	Corrections Administrator		8/13/2012	\$ 85,017.00
2325	Law Enforcement - Corrections	Corrections Support Specialist	CR	8/13/2012	\$ 14.85
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$ 14.49
2315	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
2300	Law Enforcement	Accounting Specialist		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, 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

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: **LEGAL SECRETARY**

SALARY: **\$14.85 - \$17.22* PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 27, 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 Legal Secretary level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Justice/Attorney General

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, enhances legal staff or attorney's effectiveness by performing a variety of administrative duties and tasks.

MINIMUM QUALIFICATIONS:

- Associates Degree in Office Management, Paralegal or closely related field and two years' experience as a legal secretary; 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 50 Words Per Minute and demonstrate 70% 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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Applications and supporting documents become the property of the Tohono O'odham Nation.

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"



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JOB ANNOUNCEMENT

JOB TITLE: **CIVIL ENGINEER**
 SALARY: **\$69,777.00, PLUS BENEFITS**

OPENING DATE: **August 27, 2012**

CLOSING DATE: **September 10, 2012**

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: Planning/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs complex professional civil engineering work. Includes supervision of engineering staff; and performs related work as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Civil Engineering Technology or closely related field and four years' work experience in construction projects, designing of streets, roadways and buildings, government construction bidding, project management and supervision, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must be an Arizona Licensed Professional Engineer (PE) or able to obtain Licensure within one year 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.
- 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.

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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JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$10.51 PER HOUR, PLUS BENEFITS

OPENING DATE: August 27, 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: Health & Human Services/**Adult Protective Services** JOB LOCATION: Sells, 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.

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.

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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