

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 - September 2, 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 Services					
3510	Facility Management	Office Specialist	<i>CL, CR</i>	8/18/2014	\$ 12.87
3746	Grants and Contracts	Principal Accountant	<i>NEW</i>	9/2/2014	\$ 52,136.00
3519	Human Resources	Safety Coordinator		8/18/2014	\$ 49,624.00
Justice Programs					
3784	Advocate	Legal Secretary	<i>CL, CR - Re-Advertised</i>	9/2/2014	\$ 17.74
3823	Office of Prosecutor	Senior Supervising Prosecutor		8/18/2014	\$ 50,865.00
Department of Health and Human Services					
3674	Health Transportation - Site: San Simon	Transit Driver		8/18/2014	\$ 13.19
3820	Health Transportation - Site: Ak Chin	Transit Driver		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
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 - Site: Santa Rosa	Child Care Specialist		8/4/2014	\$ 9.57
3588	Early Childhood - Site: Sells	Teacher Aide		5/5/2014	\$ 11.66
3836	Early Childhood - Site: Santa Rosa	Cook	<i>NEW</i>	9/2/2014	\$ 11.66
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
Department of Natural Resources					
3825	Administration	Assistant Director, Natural Resources	<i>NEW</i>	9/2/2014	\$ 85,432.00
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
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		8/11/2014	\$ 20.57
3817	Realty Office	Realty Specialist		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

3746

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

JOB ANNOUNCEMENT

JOB TITLE: PRINCIPAL ACCOUNTANT

SALARY: \$52,136.00, PLUS BENEFITS

OPENING DATE: September 2, 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/Grants and Contracts

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

SCOPE OF WORK: Monitor and oversee the Nation's grant and contracts, assists Accounting with financial management, is a clearinghouse for all grant and contract activities, maintains a central depository for all contracts for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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 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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3784

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JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: LEGAL SECRETARY

SALARY: \$15.30 - \$17.74* PER HOUR, PLUS BENEFITS

OPENING DATE: September 2, 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 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/Advocate Program

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.

SCOPE OF WORK: To provide quality legal service to enrolled members of the Tohono O'odham Nation.

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.

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JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: September 2, 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
(These positions are budgeted for 1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Santa Rosa, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within three (3) 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT DIRECTOR, NATURAL RESOURCES
SALARY: \$85,432.00, PLUS BENEFITS

OPENING DATE: September 2, 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: Exempt

DEPARTMENT: Natural Resources/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists in accomplishing the strategic objectives of the Natural Resources Department by planning, organizing, directing, and coordinating the administrative and operational functions; ensures the efficient and effective delivery of direct and indirect services provided by the Natural Resources Department.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Agriculture or Natural Resources, and three years' work experience in environmental and resource management activities; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Five years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for 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.
- Must submit a 39-month driving record with the employment application
- 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.

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