

**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 - September 17, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
<b>Executive Office</b>					
2291	Advocate	Legal Secretary	CR,CL	7/23/2012	\$ 17.22
2322	Gaming	Office Manager		8/20/2012	\$ 47,004.00
<b>General Support Services</b>					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
<b>Justice</b>					
2336	Attorney General	Legal Secretary	CR,CL	8/27/2012	\$ 17.22
<b>Department of Planning and Economic Development</b>					
2309	Administration	Planner		7/16/2012	\$ 20.98
2328	Administration	Civil Engineer		8/27/2012	\$ 69,777.00
<b>Department of Health and Human Services</b>					
2335	Adult Protective Services	Case Manager		8/20/2012	\$ 47,004.00
2283	Behavioral Health	Administrative Assistant	CR,CL	8/13/2012	\$ 14.49
2177	Child Welfare	Program Manager, Senior		6/11/2012	\$ 69,777.00
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2365	Community Health Services	Program Coordinator		9/10/2012	\$ 19.49
2333	Health Transportation Services - Site: Ak Chin	Transit Driver		9/10/2012	\$ 12.81
<b>Department of Education</b>					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
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
2231	One Stop	Career & Employment Specialist	<b>NEW</b>	9/17/2012	\$ 15.99
2321	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2178	Recreation - Site: Pisinemo	Office Specialist	CR,CL	8/20/2012	\$ 12.49
<b>Department of Natural Resources</b>					
2186	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22
2332	Tribal Herd	Ranch Worker		9/10/2012	\$ 13.79
<b>Department of Water Resources</b>					
2310	Water Resources	Field Supervisor		6/18/2012	\$ 53,180.00
<b>Department of Public Safety</b>					
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
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: **CAREER AND EMPLOYMENT SPECIALIST**

SALARY: **\$15.99 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 17, 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: Dept. of Education/**One Stop**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, assists youth and adults of the Tohono O'odham Nation in accessing services and resources for job training and employment; determines employers' needs and present opportunities available for job placement for clients; provides assistance to clients with all barriers to employment and coordinates efforts with the employers; conducts community resource mapping; and develops opportunities for permanent placement as well as work experience goals.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration, Social Worker, or closely related field and two years work experience in a job counseling/employment field, 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 be Arizona Workforce Connection Certified within six months of hire.
- Must complete Case Management Training within nine months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Authorization to Release Information document.
- 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.
- 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.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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"**