

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 - October 7, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
General Support Services					
3506	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3505	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
3511	Facility Management	Administrative Assistant, Senior	CR	9/9/2013	\$ 16.80
3519	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
Justice					
3513	Office of Attorney General	Legal Secretary	CR, CL	9/30/2013	\$ 17.74
Department of Health and Human Services					
3582	Child Welfare	Human Services Investigator	NEW	10/7/2013	\$ 25.69
3583	Child Welfare	Group Home Worker		9/23/2013	\$ 15.68
3516	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
3517	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
3518	Healthy O'odham Promotional Program	Health Education Specialist	CL	9/30/2013	\$ 19.58
Department of Education					
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.49
3527	Recreation - Site: Menager's Dam	Recreation Specialist		9/9/2013	\$ 12.49
Department of Natural Resources					
3534	Administrative	Natural Resources Technician		7/22/2013	\$ 21.09
3502	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 18.18
Department of Public Safety					
3535	Fire	Heavy Equipment Mechanic	CL- Correction	8/19/2013	\$ 20.07
3551	Corrections	Corrections Support Specialist	CL	9/16/2013	\$ 15.30
3538	Corrections	Maintenance Technician		9/9/2013	\$ 12.25

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, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3582

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

JOB ANNOUNCEMENT

JOB TITLE: HUMAN SERVICES INVESTIGATOR
SALARY: \$25.69 PER HOUR, PLUS BENEFITS

OPENING DATE: October 7, 2013

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/**Child Welfare**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, provides investigative, protective and case management services.

SCOPE OF WORK: Provide child protection and family preservation to promote safe and stable families.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work, Counseling, or closely related field and one year of work experience in social work, law enforcement or family assistance programs, 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3535

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Correction

JOB ANNOUNCEMENT

JOB TITLE: HEAVY EQUIPMENT MECHANIC
SALARY: \$16.88 - \$20.07* PER HOUR, PLUS BENEFITS

OPENING DATE: August 19, 2013

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 Heavy Equipment Mechanic level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Fire

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, ensures the safety and operation of heavy construction equipment and support vehicles by providing maintenance and repair services according to program policies, codes and regulations.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Heavy Equipment Operations or related field and two years' work experience in maintenance and repair of heavy equipment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have journey level certification.
- Must obtain certifications in Diesel Technician, Automotive Technician, and Emergency Vehicle Technician certification within one year 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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