

**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 - October 14, 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>
<b>Executive Office</b>					
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
<b>General Support Services</b>					
3510	Facility Management	Office Specialist	CR, CL - <b>NEW</b>	10/14/2013	\$ 12.87
3519	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
<b>Membership Services</b>					
3600	Enrollment	Enrollment Specialist	CR	9/23/2013	\$ 11.66
<b>Justice</b>					
3513	Office of Attorney General	Legal Secretary	CR, CL	9/30/2013	\$ 17.74
<b>Department of Health and Human Services</b>					
3582	Child Welfare	Human Services Investigator		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
<b>Department of Education</b>					
3576	Early Childhood - Site: San Xavier	Teacher Aide/Driver	<b>NEW</b>	10/14/2013	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher	<b>NEW</b>	10/14/2013	\$ 19.10
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.49
3527	Recreation - Site: Manager's Dam	Recreation Specialist		9/9/2013	\$ 12.49
<b>Department of Natural Resources</b>					
3534	Administrative	Natural Resources Technician		7/22/2013	\$ 21.09
3502	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 18.18
<b>Department of Public Safety</b>					
3598	Corrections	Administrative Assistant, Senior	CR - <b>NEW</b>	10/14/2013	\$ 17.31
3597	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 68,408.00
3551	Corrections	Corrections Support Specialist	CL	9/16/2013	\$ 15.30
3538	Corrections	Maintenance Technician		9/9/2013	\$ 12.25
3592	Environmental Protection Office	Environmental Specialist	CL- <b>Correction</b>	9/16/2013	\$ 24.45
3535	Fire	Heavy Equipment Mechanic	CL	8/19/2013	\$ 20.07
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00

**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**

**Position:** Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



OHONO O'ODHAM NATION, EXECUTIVE BRANCH  
HUMAN RESOURCES OFFICE

3510

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

**JOB ANNOUNCEMENT**

**JOB TITLE: OFFICE SPECIALIST**

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

**OPENING DATE: October 14, 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 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**

**3576**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER AIDE/DRIVER**  
**SALARY: \$14.92 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 14, 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**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: San Xavier, AZ**

**POSITION SUMMARY:** Under general supervision, assist teachers in the daily early childhood education plans; assist in transportation of children to and from centers and designated activities.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in caring or working with infants and toddlers in an educational setting, 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.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Commercial 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**  
**HUMAN RESOURCES OFFICE**

**3572**

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**JOB ANNOUNCEMENT**

**JOB TITLE: TEACHER**  
**SALARY: \$19.10 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 14, 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**  
**(This position is budgeted for 1680 hours)**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: Santa Rosa, AZ**

**POSITION SUMMARY:** Under limited supervision, provide early childhood education to enrolled children in activities designed to promote social, physical, and intellectual growth and development. Maintain a safe and healthy learning environment.

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Child Development or Education and three years classroom teaching experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Certified as a Child Development Associate (CDA).
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- 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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# OHONO O'ODHAM NATION, EXECUTIVE BRANCH

3598

## HUMAN RESOURCES OFFICE

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

### JOB ANNOUNCEMENT

JOB TITLE: **ADMINISTRATIVE ASSISTANT, SENIOR**

SALARY: **\$17.31 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 14, 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. **Clerical testing is required.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Public Safety/**Corrections**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general supervision, performs a variety of complex administrative support duties.

**SCOPE OF WORK:** To provide secure Correctional service to the Tohono O'odham Nation.

#### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in the clerical 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 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 45 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**3592**

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**JOB ANNOUNCEMENT**

**Correction**

**JOB TITLE: ENVIRONMENTAL SPECIALIST**  
**SALARY: \$21.09 - \$24.45\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 16, 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 Environmental Specialist level is met.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: DPS/Environmental Protection Office**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, protects the land, natural resources, and ecosystem conditions of the Tohono O'odham Nation by assessing environmental impacts of past, present and future operations. Conducts tests and field investigations to obtain data for use in determining sources and methods of controlling pollutants in air, water, and land.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Environmental Science, Environmental Health or closely related field, and two years' work experience in environmental field administering programs for the management and protection of resources, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess certification in Hazardous Materials per 29 CFR Standards – 1910.120 App E.
- 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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