

**PLEASE POST**

**TOHONO O'ODHAM NATION**



HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)

**Job Summary -- October 17, 2011**

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY 2012 Salary</u>
<b>Executive Office</b>						
2038	Executive	Legal Assistant	*CR		OUF	\$ 36,609.70
2039	Executive	Administrative Assistant	*CR		OUF	\$ 14.15
<b>General Support Services</b>						
2071	Accounting	Payroll Specialist			OUF	\$ 16.82
2074	Accounting	Payroll Technician			OUF	\$ 12.51
2077	Accounting	Purchasing Agent	**CL		OUF	\$ 18.27
2104	Facility Management	Journeyman Electrician	NEW	10/17/2011	OUF	\$ 14.50
2094	Grants and Contracts	Office Support Worker	NEW *CR **CL	10/17/2011	OUF	\$ 10.01
<del>2075</del>	<del>Motor Pool</del>	<del>Secretary</del>	<del>*CR **CL</del>		10/14/2011	\$ 11.33
2079/2080	Motor Pool	Automotive Mechanic	(2) positions		OUF	\$ 14.50
<b>Membership Services</b>						
<del>2003</del>	<del>Election</del>	<del>Election Clerk</del>	<del>*CR</del>		10/14/2011	\$ 10.01
2004	Hia-Ced O'odham	Project Coordinator			OUF	\$ 13.47
2005	Hia-Ced O'odham	Administrative Secretary	*CR		OUF	\$ 12.51
<del>2002</del>	<del>Enrollment</del>	<del>Records Clerk</del>	<del>*CR</del>		10/14/2011	\$ 11.33
<b>Department of Planning and Economic Development</b>						
2012	<del>Economic Development</del>	<del>Economic Development Specialist</del>			10/14/2011	\$ 44,008.51
<b>Department of Health and Human Services</b>						
2026/2027	Adult Protective Services	Group Home Worker (2)	Occasional		OUF	\$ 10.78
2098	Health Transportation Service	AHCCCS Billing Technican	NEW	10/17/2011	OUF	\$ 12.82
2037	MOH/SPF TIG	Administrative Assistant	*CR		OUF	\$ 14.15
<b>Department of Education</b>						
2081	Administration	Librarian			OUF	\$ 42,417.85
2007	One Stop	Program Specialist			OUF	\$ 13.47
2008	One Stop	Training Delivery Supervisor			OUF	\$ 36,609.70
2022	Recreation-Site: Hickiwan	Lifeguard/Water Safety Instructor			OUF	\$ 10.52
2016	Recreation-Site: Hickiwan	Recreation Aide			OUF	\$ 8.85
2013	Recreation-Site: Hickiwan	Recreation Facilities Coordinator			OUF	\$ 35,286.46
2018	Recreation-Site: Menager's Dam	Lifeguard/Youth Outreach Support			OUF	\$ 10.52

\*CR=Clerical Required \*\*CL=Career Ladder  
OUF=Open Until Filled

HR 210	Department/Program	Position	Note	Opening Date	Closing Date	FY 2012 Salary
<b>Department of Education - Continued</b>						
2017	Recreation-Site: Manager's Dam	Recreation Aide			OUF	\$ 8.85
2020	Recreation-Site: Pisinemo	Principle Lifeguard			OUF	\$ 11.05
2024	Recreation-Site: Pisinemo	Facility Management Technician I			OUF	\$ 10.26
2015	Recreation-Site: Pisinemo	Recreation Facilities Coordinator			OUF	\$ 35,286.46
2021	Recreation-Site: San Xavier	Principle Lifeguard			OUF	\$ 11.05
2023	Recreation-Site: Sells	Lifeguard/Water Safety Instructor			OUF	\$ 10.52
<b>Department of Natural Resources</b>						
2055	Solid Waste Management Program	Diesel/Hydraulic Mechanic III	*CL		OUF	\$ 19.50
<b>Department of Public Safety</b>						
<del>2066</del>	<del>Fire-</del>	<del>Secretary-</del>	<del>*CR **CL</del>		<b>10/14/2011</b>	\$ 11.33
2049	Law Enforcement	Administrative Assistant	*CR		OUF	\$ 14.15
2010	Tribal Employment Rights Office	Administrative Assistant	*CR		OUF	\$ 14.15
2009		Compliance Officer			OUF	\$ 40,884.67
2031	Tribal Employment Rights Office	TERO Director	<b>NEW</b>	10/17/2011	OUF	\$ 61,295.65

**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/Switchboard Operator.

**TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

**FOR CLERICAL TESTING**

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S**. If applying for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. 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>	<u>FY12 SALARY</u>
Police Department	Police Officer	Open Continuous	\$ 43,687.34
Police Department	Ranger	Open Continuous	\$ 30,918.72
Police Department	Public Safety Dispatcher * (CL)	Open Continuous	\$12.82 - \$14.15 p/hr

**OTHER EMPLOYER'S RECRUITMENT**

<u>Sunnyside Unified School District</u>		
<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Secretary II	Open Until Filled	\$10.54 p/hr

Must submit online application at [www.susd12.org](http://www.susd12.org). For additional information contact Denia Ruiz: Phone (520) 545-2004

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**JOB ANNOUNCEMENT**

JOB TITLE: **JOURNEYMAN ELECTRICIAN**

SALARY: **\$14.50 PER HOUR, PLUS BENEFITS**

OPENING DATE: **10-17-2011**

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/Facility Management**

JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Installs, tests, and repairs electrical fixtures and equipment in accordance with building and safety code regulations. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
2. Plus certificate as a Journeyman Electrician
3. Four years in electrician trades.

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Must have own general tools of the trade
- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must successfully complete and pass a background investigation and fingerprint check

**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) current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. 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: OFFICE SUPPORT WORKER**  
**SALARY: \$9.07 - \$10.01 PER HOUR, PLUS BENEFITS**

**OPENING DATE: 10-17-2011**

**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 Support Worker level is met. Clerical testing is required to determine appropriate*

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: GSS/Grants and Contracts**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Contributes to the department's effectiveness by performing a variety of secretarial and administrative duties. Maintains confidentiality of all privileged information. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
2. Plus at least one year of clerical working in an office environment

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years.
- Must successfully complete and pass a background investigation and fingerprint check
- Demonstrated proficiency in Clerical skills as follows:

Typing 30 wpm      Grammar 30%      Spelling 30%      Math 30%

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**JOB ANNOUNCEMENT**

**JOB TITLE: AHCCCS BILLING TECHNICAN**

**SALARY: \$12.82 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 17, 2011**

**CLOSING DATE: Open Until Filled**

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

**HRS/WK: Non-Exempt**

**DEPARTMENT: Health and Human Services/Health Transportation Service**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Contributes to the department's effectiveness by processing and submitting transportation services bills for AHCCCS Third Party reimbursement and other insurance plans. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
2. One year of work experience with an automated medical billing system and with AHCCCS guidelines or in a related field

—OR—

Equivalent combination of education and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years)
- Must successfully complete and pass a background investigation and fingerprint check

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**JOB ANNOUNCEMENT**

**JOB TITLE: TERO DIRECTOR**

**SALARY: \$ 61,295.65, PLUS BENEFITS**

**OPENING DATE: October 17, 2011**

**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: Department of Public Safety/TERO**

**JOB LOCATION: Sells, AZ**

**STATEMENT OF JOB:** Protects the rights of Indians by eradicating employment discrimination through the enforcement of Ordinance NO. 01-85 in employment, training, contracting, and subcontracting. Accomplishes the TERO's strategic objectives by planning, organizing and directing all functions required to operate and maintain division activities and services. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in Human Resources or related field, plus
2. Five years related work experience with a minimum of two years in a supervisory capacity;

—OR—

Equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must successfully complete and pass a background investigation and fingerprint check

**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) **current resume, three letters of reference, copy of degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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