

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



Job Summary -- October 31, 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>
Executive Office						
2038	Executive	Legal Assistant	*CR	9/12/2011	OUF	\$ 36,609.70
2039	Executive	Administrative Assistant	*CR	10/10/2011	OUF	\$ 14.15
General Support Services						
2071	Accounting	Payroll Specialist		10/10/2011	OUF	\$ 16.82
2074	Accounting	Payroll Technician		10/10/2011	OUF	\$ 12.51
2077	Accounting	Purchasing Agent	**CL	10/10/2011	OUF	\$ 18.27
2125	Department of Information and Technology	Systems Administrator		10/24/2011	OUF	\$ 49,147.45
2104	Facility Management	Journeyman Electrician		10/17/2011	OUF	\$ 14.50
2094	Grants and Contracts	Office Support Worker	*CR **CL	10/17/2011	OUF	\$ 10.01
2079/2080	Motor Pool	Automotive Mechanic	(2) positions	6/6/2011	OUF	\$ 14.50
Membership Services						
2004	Hia-Ced O'odham	Project Coordinator		7/25/2011	OUF	\$ 13.47
2005	Hia-Ced O'odham	Administrative Secretary	*CR	9/19/2011	OUF	\$ 12.51
Department of Health and Human Services						
2026/2027	Adult Protective Services	Group Home Worker	(2) Occassional	4/18/2011	OUF	\$ 10.78
2120	Behavioral Health	Counselor I		8/1/2011	OUF	\$ 13.80
2118	Behavioral Health	Counselor III		4/25/2011	OUF	\$ 39,406.91
2115	Child Welfare	Administrative Assistant	*CR	10/24/2011	OUF	\$ 14.15
2112	Child Welfare	Children's Services Coordinator		10/24/2011	OUF	\$ 16.01
2113	Child Welfare	Child Welfare Senior Specialist		9/26/2011	OUF	\$ 42,417.85
2116	Child Welfare	Driver		9/19/2011	OUF	\$ 11.61
2111	Child Welfare	Group Home Worker		10/24/2011	OUF	\$ 10.78
2129	Community Health Services	Community Health Representative		10/24/2011	OUF	\$ 13.47
2138/2139	Community Health Services	Community Health Specialist LPN	(2) positions	10/24/2011	OUF	\$ 13.80
2140/2141/2142	Community Health Services	Home Health Aide	(3) positions	10/24/2011	OUF	\$ 9.77
2143/2144	Community Health Services	Home Health Nurse	(2) positions	2/22/2011	OUF	\$ 47,371.04
2136	Community Health Services	Health Planner		10/24/2011	OUF	\$ 45,658.83

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

HR 210	Department/Program	Position	Note	Opening Date	Closing Date	FY 2012 Salary
Department of Health and Human Services -- Continued						
2098	Health Transportation Service	AHCCCS Billing Technician		10/17/2011	OUF	\$ 12.82
2037	Management of Health/SPF TIG	Administrative Assistant	*CR	10/3/2011	OUF	\$ 14.15
2151	Senior Services	Community Home Worker		9/12/2011	OUF	\$ 9.07
2082	Senior Services	Receptionist		9/19/2011	OUF	\$ 10.01
2091	Senior Services	Senior Services Aide (Part-Time)		10/24/2011	OUF	\$ 8.22
Department of Education						
2081	Administration	Librarian		10/10/2011	OUF	\$ 42,417.85
2101	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		10/24/2011	OUF	\$ 11.61
2102	Early Childhood	Secretary	*CR **CL	10/24/2011	OUF	\$ 11.33
2022	Recreation-Site: Hickiwan	Lifeguard/Water Safety Instructor		10/18/2010	OUF	\$ 10.52
2017	Recreation-Site: Menager's Dam	Recreation Aide		10/25/2010	OUF	\$ 8.85
2020	Recreation-Site: Pisinemo	Principle Lifeguard		10/25/2010	OUF	\$ 11.05
2153	Recreation-Site: San Xavier	Lifeguard/Youth Outreach Support	NEW	10/31/2011	OUF	\$ 10.52
2021	Recreation-Site: San Xavier	Principle Lifeguard		5/16/2011	OUF	\$ 11.05
Department of Natural Resources						
2150	Cultural Center Museum	Administrative Assistant	NEW *CR	10/31/2011	OUF	\$ 14.15
2055	Solid Waste Management Program	Diesel/Hydraulic Mechanic III	*CL	10/18/2010	OUF	\$ 19.50
Department of Public Safety						
2049	Law Enforcement	Administrative Assistant	*CR	7/18/2011	OUF	\$ 14.15
2010	Tribal Employment Rights Office	Administrative Assistant	*CR	9/12/2011	OUF	\$ 14.15
2031	Tribal Employment Rights Office	TERO Director		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!!**

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OUF=Open Until Filled

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. For additional information contact Denia Ruiz: Phone (520) 545-2004

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: LIFEGUARD/YOUTH OUTREACH SUPPORT
SALARY: \$10.52 PER HOUR, PLUS BENEFITS

OPENING DATE: October 31, 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: Education/Recreation

JOB LOCATION: San Xavier, AZ

STATEMENT OF JOB: Under direct supervision, observes the activities of the pool patrons to prevent accidents or injuries, and to provide assistance to swimmers. Promotes safety rules and regulations; conducts swimming and water safety classes. Conducts outreach activities to publicize youth activities at the recreation centers providing transportation as needed. 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. Must have a high school diploma or GED certificate
2. Must have at least six months organizing youth-related activities and/or working as a lifeguard

—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
- CPR, First Aid, and Lifeguard certifications required; certifications must be obtained within six (6) of hire
- 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.

Please keep copies for your own reference.

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The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15 PER HOUR, PLUS BENEFITS

OPENING DATE: October 31, 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: Cultural Center Museum/Natural Resources **JOB LOCATION: Topawa, AZ**

STATEMENT OF JOB: Enhances department or division's effectiveness by performing a variety of administrative duties and tasks. Leads the work of assigned clerical or secretarial staff. 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. Three years administrative or secretarial experience

—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 (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check
- Must be able to demonstrate clerical proficiency as follows:

Typing 45 wpm Grammar 55% Spelling 55% Math 55%

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