

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 03, 2011

HR 210	Department/Program	Position	Note	Opening Date	Closing Date	FY 2012 Salary
Executive Office						
2038	Executive	Legal Assistant	*CR		OUF	\$ 36,609.70
Membership Services						
2003	Election	Election Clerk	*CR		OUF	\$ 10.01
2004	Hia-Ced O'odham	Project Coordinator			OUF	\$ 13.47
2005	Hia-Ced O'odham	Administrative Secretary	*CR		OUF	\$ 12.51
2002	Enrollment	Records Clerk	*CR		OUF	\$ 11.33
Department of Planning and Economic Development						
2012	Economic Development	Economic Development Specialist			OUF	\$ 44,008.51
Department of Health and Human Services						
2026/2027	Adult Protective Services	Group Home Worker (2)	Occassional		OUF	\$ 10.78
2037	MOH/SPF TIG	Administrative Assistant	NEW	10/3/2011	OUF	\$ 14.15
Department of Education						
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
2017	Recreation-Site: Menager'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

*CR=Clerical Required **CL=Career Ladder

OUF=Open Until Filled

<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>
Department of Natural Resources						
2055	Solid Waste Management Program	Diesel/Hydraulic Mechanic III	*CL		OUF	\$ 19.50
Department of Public Safety						
2066	Fire	Secretary	*CR **CL		OUF	\$ 11.33
2049	Law Enforcement	Administrative Assistant	*CR		OUF	\$ 14.15
2010	Tribal Employment Rights Office	Administrative Assistant	*CR		OUF	\$ 14.15
2009	Tribal Employment Rights Office	Compliance Officer			OUF	\$ 40,884.67

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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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
"	Ranger	Open Continuous	\$30,918.72
"	Public Safety Dispatcher *(CL)	Open Continuous	\$12.82-\$14.15 p/hr
"	Corrections Officer *(CL)	Open Continuous	\$33,296.08-\$35,856.24

OTHER EMPLOYER'S RECRUITMENT

Sunnyside Unified School District

<u>Position</u>	<u>Closing Date</u>	<u>Salary</u>
Secretary II	Open Until Filled	\$10.54 hr

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

TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE

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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: ADMINISTRATIVE ASSISTANT
SALARY: \$14.15, PLUS BENEFITS

OPENING DATE: October 03, 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: HHS/Management of Health/SPF TIG **JOB LOCATION: Sells, 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
3. Must be able to demonstrate proficiency in typing, grammar, spelling, and math as follows:
Typing 45 w.p.m. Grammar 55% Spelling 55% Math 55%

—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 (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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Please keep copies for your own reference.

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