

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 - November 18, 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 |
| General Support Services | | | | | |
| 3504 | Accounting | Accounting Clerk | CL, New | 11/18/2013 | \$ 15.68 |
| Justice | | | | | |
| 3644 | Office of Attorney General | Assistant Attorney General (CL III) | | 11/4/2013 | \$ 120,713.00 |
| Department of Health and Human Services | | | | | |
| 3579 | Community Health - Site: San Xavier | Community Health Representative | | 10/21/2013 | \$ 14.20 |
| 3586 | Community Health | Licensed Practical Nurse | | 10/21/2013 | \$ 23.86 |
| 3608 | Health Transportation Services - Site: San Lucy | Transit Driver | | 10/28/2013 | \$ 13.19 |
| 3651 | Health Transportation Services - Site: San Lucy | Transit Driver | New | 11/18/2013 | \$ 13.19 |
| 3524 | Health Transportation Services - Site: Sells | Billing Technician | | 10/28/2013 | \$ 15.68 |
| 3659 | Division of Special Needs | Maternal and Child Health Advocate | New | 11/18/2013 | \$ 19.58 |
| 3628 | Management of Health | Program Coordinator | | 11/12/2013 | \$ 20.07 |
| Department of Education | | | | | |
| 3576 | Early Childhood - Site: San Xavier | Teacher Aide/Driver | | 10/14/2013 | \$ 14.92 |
| 3572 | Early Childhood - Site: Santa Rosa | Teacher | | 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 | \$ 12.87 |
| 3527 | Recreation - Site: Manager's Dam | Recreation Specialist | | 9/9/2013 | \$ 12.87 |
| Department of Natural Resources | | | | | |
| 3534 | Administration | Natural Resources Technician | | 7/22/2013 | \$ 21.09 |
| 3502 | Range Conservation | Heavy Equipment Operator | | 8/12/2013 | \$ 18.18 |
| 3604 | Well Maintenance | Well Maintenance Technician | | 10/21/2013 | \$ 15.68 |
| Department of Planning and Economic Development | | | | | |
| 3625 | Administration | Building Inspector | CL | 11/12/2013 | \$ 21.61 |
| Department of Public Safety | | | | | |
| 3597 | Corrections | Assistant Corrections Administrator | | 9/9/2013 | \$ 68,408.00 |
| 3538 | Corrections | Maintenance Technician | | 9/9/2013 | \$ 12.25 |
| 3656 | Law Enforcement | Administrative Assistant, Senior | CR, New | 11/18/2013 | \$ 17.31 |
| 3596 | Law Enforcement | Assistant Police Chief | | 7/15/2013 | \$ 87,567.00 |
| 3567 | Law Enforcement | Receptionist | | 11/12/2013 | \$ 10.83 |
| 3592 | Environmental Protection Office | Environmental Specialist | CL | 9/16/2013 | \$ 24.45 |

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

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Sells District – Tohono O'odham Nation

Position: Business Manager
Please contact the Sells District office at 520-383-2281 to apply.