

**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 - November 19, 2012

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2012 Salary</u>
<b>Executive Office</b>					
3157	Gaming	Administrative Assistant	CR	11/5/2012	\$ 14.49
3064	Hewel Ni'ok	Production Technician, KOHN CL I	CL	10/15/2012	\$ 14.14
3063	Hewel Ni'ok	Programming Assistant, KOHN CL II	CL	10/22/2012	\$ 15.60
3179	Miss Tohono O'odham Nation	Administrative Assistant	CR	11/13/2012	\$ 14.49
<b>General Support Services</b>					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3042	Department of Information & Technology	Information Technology Project Specialist	<b>NEW</b>	11/19/2012	\$ 47,004.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	\$ 66,415.00
3071	Facility Management	Custodial/Grounds Worker		10/15/2012	\$ 10.77
3073	Facility Management	Electrician		1/4/2012	\$ 17.65
<b>Department of Planning and Economic Development</b>					
3128	Real Property - Site: San Simon	Custodial/Grounds Worker		11/13/2012	\$ 10.77
3129	Real Property - Site: San Simon	Maintenance Supervisor	<b>NEW</b>	11/19/2012	\$ 47,004.00
<b>Membership Services</b>					
3026	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
3027	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
<b>Department of Health and Human Services</b>					
3164	Behavioral Health - Site: Ak Chin	Counselor		11/13/2012	\$ 15.60
3166	Behavioral Health - Site: San Xavier	Office Specialist	CR, CL	11/13/2012	\$ 12.49
3165	Behavioral Health	Transit Driver		11/13/2012	\$ 12.81
3098	Child Welfare	Group Home Worker		10/15/2012	\$ 15.22
3003	Community Health Services	Billing Technician	<b>Re-Advertised</b>	11/19/2012	\$ 15.22
3006	Community Health Services	Program Coordinator		9/10/2012	\$ 19.49
3132	Health Transportation Services - Site: San Simon	Transit Dispatcher		10/29/2012	\$ 14.85
3138	Health Transportation Services - Site: Ak Chin	Transit Driver		10/29/2012	\$ 12.81
3090	Management of Health	Victim/Witness Specialist		10/15/2012	\$ 21.51
<b>Department of Education</b>					
3103	Early Childhood - Site: Santa Rosa	Teacher Aide		10/22/2012	\$ 11.32
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/13/2012	\$ 14.49
3114	Early Childhood - Site: Sells	Maintenance Technician		11/13/2012	\$ 11.89
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3113	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist		10/15/2012	\$ 15.22
3155	One Stop	Program Coordinator		11/5/2012	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3081	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3079	Recreation - Site: Pisinemo	Office Specialist	CR,CL	8/20/2012	\$ 12.49
3093	Recreation - Site: Sells	Recreation Aide		11/5/2012	\$ 10.77
3119	Scholarship	Education Assistance Specialist		10/29/2012	\$ 15.22
3083	Vocational Rehabilitation	Vocational Rehabilitation Specialist		10/15/2012	\$ 17.22
<b>Department of Natural Resources</b>					
3102	Cultural Center & Museum	Maintenance Technician		10/15/2012	\$ 11.89
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22

**Department of Public Safety**

3014	Law Enforcement - Corrections	Assistant Corrections Administrator		8/13/2012	\$ 66,415.00
3015	Law Enforcement - Corrections	Corrections Administrator		8/13/2012	\$ 85,017.00
3016	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80
3017	Law Enforcement	Accounting Specialist		6/4/2012	\$ 17.22

**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**

**Salt River Indian Community, Scottsdale, AZ**

**Position:** Associate Judge

**Salary:** \$68,655.00 - \$96,120.00 Annually

**Opening Date:** 11/01/12

**Closing Date:** 11/30/12 11:59 PM

Apply online: '<http://www.srpmic-nsn.gov/employment>'

OTHER EMPLOYER'S RECRUITMENT

**San Xavier Allottees Association, Inc.**

**Position:** Receptionist II (Part Time)

**Salary:** \$10,432.50 - \$15,649.00 Annually      **Opening Date:** 11/13/13      **Closing Date:** 12/05/12 5:00 PM

**Position:** Community Liaison (Part Time)

**Salary:** \$26,709.00 - \$40,064.00 Annually      **Opening Date:** 11/13/13      **Closing Date:** 12/05/12 5:00 PM

Please contact SXAA Office at (520) 807-2121 for more information regarding these positions.



**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: INFORMATION TECHNOLOGY PROJECT SPECIALIST**  
**SALARY: \$47,004.00, PLUS BENEFITS**

**OPENING DATE: November 19, 2012**

**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: GSS/Dept. of Information & Technology**      **JOB LOCATION: Sells and Tucson, AZ**

**POSITION SUMMARY:** Under limited supervision, develops, coordinates, and implements all tasks that relate to a specific information technology projects.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business Administration, Cost Accounting, Computer Science or closely related field, and one year work experience in project management to include experience with project tracking and hands-on experience in successfully managing and executing cross-functional strategic projects, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- 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.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**3129**

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**JOB ANNOUNCEMENT**

**JOB TITLE: MAINTENANCE SUPERVISOR**  
**SALARY: \$47,004.00, PLUS BENEFITS**

**OPENING DATE: November 19, 2012**

**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: Planning/Real Property**

**JOB LOCATION: San Simon, AZ**

**POSITION SUMMARY:** Under limited supervision, supervises a variety of general maintenance activities and staff, to include custodial and grounds maintenance, for all buildings and related facilities and surrounding areas of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Facilities Maintenance or closely related field, and three years' work experience in general maintenance to include custodial and grounds maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—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.

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



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

**3003**

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**Re-Advertised**

**JOB ANNOUNCEMENT**

**JOB TITLE: BILLING TECHNICIAN**  
**SALARY: \$15.22 PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 19, 2012**

**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: Health & Human Services/Community Health**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, 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.

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