

**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 - December 1, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2015 Salary</u>
<b>General Support Services</b>					
4119	Accounting	Controller		11/17/2014	\$ 85,432.00
4121	Accounting	Budget Technician	CL	11/17/2014	\$ 13.86
4122	Accounting	Payroll Technician		11/17/2014	\$ 13.86
4092	Motor Pool	Fleet Mechanic		11/3/2014	\$ 17.31
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4108	Office of the Prosecutor	Attorney Prosecutor	CL	11/17/2014	\$ 70,118.00
<b>Department of Health and Human Services</b>					
4105	Adult Protective Services	Case Manager		11/3/2014	\$ 23.28
4053	Community Health	Licensed Practical Nurse		11/24/2014	\$ 23.86
4127	Behavioral Health	Administrative Assistant	CR	11/24/2014	\$ 14.92
<b>Department of Education</b>					
4069	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4070	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4071	One Stop	Career & Employment Specialist		11/3/2014	\$ 16.47
4013	Recreation - Site: Hickiwan	Recreation Program Coordinator		10/20/2014	\$ 21.09
4124	Recreation - Site: Sells	Recreation Specialist	NEW	12/1/2014	\$ 12.87
4101	Early Childhood/Child Care Services Site: Santa Rosa	Child Care Specialist		11/10/2014	\$ 9.57
4082	Early Childhood/Special Services Program	Health Education Specialist	CL	11/10/2014	\$ 19.58
4110	Early Childhood - Site: Sells	Receptionist		11/10/2014	\$ 10.83
4077	Early Childhood - Site: Santa Rosa	Cook		9/2/2014	\$ 11.66
<b>Planning and Economic Development</b>					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
<b>Department of Public Safety</b>					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL, NEW	12/1/2014	\$ 24.45
4007	TERO	TERO Director		11/24/2014	\$ 75,509.00

**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**

Sells District – Tohono O'odham Nation

**Position: Business Manager**

Please contact the Sells District office at 520-383-2281 to apply.

Chukut Kuk District - Tohono O'odham Nation

**Position: Financial Analyst**

Please contact the Chukut Kuk District office at 520-383-2080 to apply.



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

**4124**

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**JOB ANNOUNCEMENT**

**JOB TITLE: RECREATION SPECIALIST**  
**SALARY: \$12.87 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 1, 2014**

**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: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, 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 obtain certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aide within the first six months of hire.
- 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.

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: ENVIRONMENTAL SPECIALIST**  
**SALARY: \$21.09 - \$24.45 PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 1, 2014**

**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 Environmental Specialist level is met.*

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

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Dept. of Public Safety/Environmental Protection Office

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, protects the land, natural resources, and eco-system conditions of the Tohono O'odham Nation by assessing environmental impacts of past, present and future operations. Conducts tests and field investigations to obtain data for use in determining sources and methods of controlling pollutants in air, water, and land.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Environmental Science, Environmental Health or closely related field, and two years' work experience in environmental field administering programs for the management and protection of resources, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess certification in Hazardous Materials per 29 CFR Standards – 1910.120 App E.
- 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.

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