

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 - December 8, 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>
Executive					
4131	Gaming	Gaming Compliance Auditor	CR, NEW	12/8/2014	\$ 52,136.00
General Support Services					
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
Justice Programs					
4118	Office of Attorney General	Legal Assistant	CR, CL NEW	12/8/2014	\$ 42,791.00
Department of Health and Human Services					
4105	Adult Protective Services	Case Manager		11/3/2014	\$ 23.28
4053	Community Health	Licensed Practical Nurse		11/24/2014	\$ 23.86
4130	Behavioral Health - Site: Sells/San Simon	Counselor, Senior	NEW	12/8/2014	\$ 22.15
Department of Education					
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		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
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
Department of Public Safety					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL	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.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4131

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: GAMING COMPLIANCE AUDITOR
SALARY: \$52,136.00, PLUS BENEFITS

OPENING DATE: December 8, 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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, performs audits and inquires to ensure that appropriate safeguards for protecting the Nation's assets and assuring the integrity of gaming are in place and being followed in accordance with Minimum Internal Control Standards (MICS) of the Nation's gaming ordinance and regulations, the Tribal-State Compact, the Indian Gaming Regulatory Act (IGRA), and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Accounting, or closely related field and two years' work experience in auditing or gaming investigations; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: **CONTROLLER**
 SALARY: **\$85,432.00, PLUS BENEFITS**

OPENING DATE: **November 17, 2014**

CLOSING DATE: **December 19, 2014**

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/Accounting**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides technical expertise and direction to the management of all accounting and financial data for the Tohono O'odham Nation (Nation). Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Business Administration or closely related field, and six years progressive business work experience in controlling centralized accounting activity for multiple fund programs and/or accounts, and multi-million dollar budgets, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Three years of supervisory experience.

—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.

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4118

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JOB ANNOUNCEMENT

JOB TITLE: LEGAL ASSISTANT

SALARY: \$34,264.00 - \$42,791.00*, PLUS BENEFITS

OPENING DATE: December 8, 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 Legal Assistant level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Justice/Attorney General

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, prepares legal documents; manages calendars, researches issues, and serves clients.

SCOPE OF WORK: Representation of the Nation in civil litigation and other matters.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Office Procedures or Legal Administration or closely related field and four years work experience in legal administration, 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.
- Must type 45 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.

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JOB ANNOUNCEMENT

JOB TITLE: COUNSELOR, SENIOR
SALARY: \$22.15 PER HOUR, PLUS BENEFITS

OPENING DATE: December 8, 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: HHS/Behavioral Health

JOB LOCATION: Sells/San Simon, AZ

POSITION SUMMARY: Under general supervision, counsels' clients and individuals in group sessions to assist in overcoming dependencies, adjusting to life, and making changes; assists clients with personal, family, educational, and career decisions and problems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Counseling or closely related field and two years' work experience in a behavioral health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- 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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