

TOHONO O'ODHAM NATION

PLEASE POST

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 10, 2012

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
3157	Gaming	Administrative Assistant	CR	11/5/2012	\$ 14.49
3193	Gaming	Gaming License Coordinator	CR	11/26/2012	\$ 24.34
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3042	Department of Information & Technology	Information Technology Project Specialist		11/19/2012	\$ 47,004.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	\$ 66,415.00
3073	Facility Management	Electrician		1/4/2012	\$ 17.65
Department of Planning and Economic Development					
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
Membership Services					
3026	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
3027	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
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
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3199	Health Transportation	Office Specialist	CR, CL - NEW	12/10/2012	\$ 12.49
Department of Education					
3111	Early Childhood	Accounting Specialist		12/3/2012	\$ 17.22
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
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
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3093	Recreation - Site: Sells	Recreation Aide		11/5/2012	\$ 10.77
3119	Scholarship	Education Assistance Specialist		10/29/2012	\$ 15.22
Department of Natural Resources					
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22
Department of Water Resources					
3184	Water Resources	Hydrology Technician		12/3/2012	\$ 22.05
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: 12/07/12

Closing Date: 01/07/13 11:59 PM

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3199

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

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$10.77 - \$12.49* PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 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. *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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Health Transportation **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide medically necessary transportation services to members of the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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"