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 17, 2012

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2012 Salary
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
3162	Human Resources	Benefits Specialist	***NEW***	12/17/2012	$ 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	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
Department of Natural Resources					
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	$ 15.22
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	12/3/2012	$ 22.05
3208	Water Resources	Hydrology Technician	CL - ***NEW***	12/17/2012	$ 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

CR=Clerical Required CL=Career Ladder

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

DEPARTMENT	POSITION (S)	CLOSING DATE
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'

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JOB ANNOUNCEMENT

JOB TITLE: **BENEFITS SPECIALIST**
SALARY: **$17.65 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 17, 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: GSS/**Human Resources** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, assists in the administration of employee benefit plans such as life, health, dental, disability insurance and pension. Provides customer services in all aspects to employee benefits participants; and maintains confidentiality of information.

MINIMUM QUALIFICATIONS:

- Associate's Degree in public/business administration or closely related field and three years' work experience in administering benefit plans, 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.

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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3208

JOB ANNOUNCEMENT

JOB TITLE: **HYDROLOGY TECHNICIAN**
SALARY: **$14.85 - $22.05* PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 17, 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 Hydrology Technician level is met.**

STATUS: Probationary/Permanent, **Full-Time** HRS/WK: Non-Exempt

DEPARTMENT: **Water Resources** JOB LOCATION: **Sells**, AZ

POSITION SUMMARY: Under general supervision, accomplishes the department's objectives by providing technical and manual support in the collection, recording and processing of hydrologic data for the Tohono O'odham Nation.
Referred

MINIMUM QUALIFICATIONS:

- Associates Degree in Hydrology or closely related field and five years of work experience in a hydrological or technical field to include drilling, heavy equipment operation and welding, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have completed a minimum of twenty-four (24) credit hours with a grade of C or better at an accredited college. All recognized credit hours must prepare the applicant for taking the American Institute of Hydrology – Hydrologic Technician Certification Examination.
- 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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