

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 - August 12, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3371	Gaming	Gaming Inspector	CR	7/29/2013	\$ 19.01
3238	Executive Office	Office Specialist	CR, CL - NEW	8/12/2013	\$ 12.49
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3347	Community Health Services	Program Supervisor		7/22/2013	\$ 51,883.00
3374	Family Assistance	Eligibility Specialist	Correction	7/22/2013	\$ 16.80
Department of Education					
3360	Early Childhood - Site: Sells	Child Care Specialist		7/1/2013	\$ 9.29
3368	Early Childhood - Site: San Xavier	Child Care Specialist		7/22/2013	\$ 9.29
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3009	Johnson O'Malley	Program Coordinator (Part-Time)		5/13/2013	\$ 19.49
3344	One Stop	Program Manager, Senior		7/1/2013	\$ 69,777.00
3080	Recreation - Site: Hickiwan	Office Specialist	CL, CR	7/29/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3376	Rodeo and Fair	Rodeo and Fair Coordinator		8/5/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator	NEW	8/12/2013	\$ 17.65
3364	Solid Waste Management	Equipment Operator/Driver I	NEW	8/12/2013	\$ 16.39
Department of Public Safety					
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00

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

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3374

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CORRECTION

JOB ANNOUNCEMENT

JOB TITLE: ELIGIBILITY SPECIALIST
SALARY: \$16.80 PER HOUR, PLUS BENEFITS

OPENING DATE: July 29, 2013

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/Family Assistance

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of routine difficulty in receiving and reviewing client applications and determining eligibility for program assistance.

MINIMUM QUALIFICATIONS:

- Associates Degree in Social Work or closely related field and two years' work experience in an administrative health field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3406

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JOB ANNOUNCEMENT

JOB TITLE: HEAVY EQUIPMENT OPERATOR
SALARY: \$17.65 PER HOUR, PLUS BENEFITS

OPENING DATE: August 12, 2013

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: Natural Resources/Range Conservation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs skilled work in the operation of heavy duty equipment efficiently and safely.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years of work experience in the operation and general maintenance of heavy equipment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English required.
- Must possess and maintain a valid Arizona Commercial Driver's License (CDL) (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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JOB ANNOUNCEMENT

JOB TITLE: EQUIPMENT OPERATOR/DRIVER I
SALARY: \$16.39 PER HOUR, PLUS BENEFITS

OPENING DATE: August 12, 2013

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: Natural Resources/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by driving commercial trucks to collect and pick up refuse and waste according to established departmental codes, regulations, policies and procedures. Operates a wide variety of Solid Waste equipment such as front loader and rear loader compactor trucks, roll-off trucks, dump trucks with and without trailers, tractor-trailer and water trucks.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience as a Commercial Driver Licensed equipment operator/driver, to include safe vehicle operations, including air brake systems, tractor and trailer uncoupling, cargo and hazardous materials handling and trip planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a valid Arizona Commercial Driver's License – Level A.
- Must obtain Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification, within six months of 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.

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JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

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

OPENING DATE: August 12, 2013

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: Executive Office

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: The Executive Office oversees and directs the Executive Office and departments of the Tohono O'odham Nation at a local, state, and federal level.

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.

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