

**PLEASE POST**

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary -January 04, 2012

| <u>HR<br/>210</u>                              | <u>Department/Program</u>         | <u>Position</u>                     | <u>Note</u> | <u>Opening<br/>Date</u> | <u>FY 2012<br/>Salary</u> |
|--|-----------------------------------|-------------------------------------|-------------|-------------------------|---------------------------|
| <b>Executive Office</b>                        |                                   |                                     |             |                         |                           |
| 2038   | Executive                         | Legal Assistant                     |             | 1/4/2012                | \$ 41,544.00              |
| <b>General Support Services</b>                |                                   |                                     |             |                         |                           |
| 2104   | Facility Management               | Electrician                         |             | 1/4/2012                | \$ 17.65                  |
| 2105   | Facility Management               | Office Specialist                   | *CR **CL    | 1/4/2012                | \$ 12.49                  |
| <b>Membership Services</b>                     |                                   |                                     |             |                         |                           |
| 2003   | Elections                         | Election Specialist                 | *CR         | 1/4/2012                | \$ 11.32                  |
| 2005   | Hia-Ced O'odham                   | Administrative Assistant            | *CR         | 1/4/2012                | \$ 30,137.00              |
| 2004   | Hia-Ced O'odham                   | Hia-Ced O'odham Project Coordinator |             | 1/4/2012                | \$ 15.22                  |
| <b>Department of Health and Human Services</b> |                                   |                                     |             |                         |                           |
| 2115   | Child Welfare                     | Administrative Assistant            | *CR         | 1/4/2012                | \$ 30,137.00              |
| 2111   | Child Welfare                     | Group Home Worker                   |             | 1/4/2012                | \$ 15.22                  |
| 2136   | Community Health Services         | Health Planner                      |             | 1/4/2012                | \$ 49,383.00              |
| 2037   | Management of Health/SPF TIG      | Administrative Assistant            | *CR         | 1/4/2012                | \$ 30,137.00              |
| <b>Department of Education</b>                 |                                   |                                     |             |                         |                           |
| 2183   | Administration                    | Administrative Assistant            | *CR         | 1/4/2012                | \$ 30,137.00              |
| 2081   | Administration                    | Librarian                           |             | 1/4/2012                | \$ 44,739.00              |
| 2110   | Early Childhood                   | Child Care Specialist               |             | 1/4/2012                | \$ 9.29                   |
| 2101   | Early Childhood - Site: Vaya Chin | Teacher Aide/Driver                 |             | 1/4/2012                | \$ 14.49                  |
| 2022   | Recreation-Site: Hickiwan         | Water Safety Specialist             |             | 1/4/2012                | \$ 11.32                  |
| 2017   | Recreation-Site: Menager's Dam    | Recreation Aide                     |             | 1/4/2012                | \$ 10.77                  |
| 2020   | Recreation-Site: Pisinemo         | Principle Lifeguard                 |             | 1/4/2012                | \$ 12.49                  |
| 2153   | Recreation-Site: San Xavier       | Recreation Specialist               |             | 1/4/2012                | \$ 12.49                  |
| 2021   | Recreation-Site: San Xavier       | Principle Lifeguard                 |             | 1/4/2012                | \$ 12.49                  |
| 2181   | Scholarship - Site Sells          | Educaiton Assistance Specialist     |             | 1/4/2012                | \$ 15.22                  |
| 2182   | Scholarship - Site Tucson         | Educaiton Assistance Specialist     |             | 1/4/2012                | \$ 15.22                  |
| <b>Department of Public Safety</b>             |                                   |                                     |             |                         |                           |
| 2010   | Tribal Employment Rights Office   | Administrative Assistant            | *CR         | 1/4/2012                | \$ 30,137.00              |
| 2031   | Tribal Employment Rights Office   | TERO Director                       |             | 1/4/2012                | \$ 73,310.00              |

\*CR=Clerical Required \*\*CL=Career Ladder  
OUF=Open Until Filled

**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/Switchboard Operator. **TESTING:** Appointments are necessary. Please call 383-6540 to schedule an appointment.

**FOR CLERICAL TESTING**

for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being advertised i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. Applications and supporting documents become the property of the 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. 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) | Open Continuous     |

**TOHONO O'ODHAM NATION IS AN ALCOHOL/DRUG FREE WORK PLACE**

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