

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 - January 05, 2015

<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	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	12/8/2014	\$ 42,791.00
Department of Health and Human Services					
4053	Community Health	Licensed Practical Nurse		11/24/2014	\$ 23.86
4130	Behavioral Health - Site: Sells/San Simon	Counselor, Senior		12/8/2014	\$ 22.15
4149	Behavioral Health - Site: Sells/San Simon	Counselor Specialist CL II	CL	12/22/2014	\$ 20.07
4151	Family Assistance	Eligibility Specialist		12/22/2014	\$ 17.31
4147	Healthy O'odham Promotion Program	Health Education Specialist	CL	12/22/2014	\$ 19.58
4061	Health Transportation - Site: Ak Chin	Transit Driver		12/29/2014	\$ 13.19
Department of Education					
4139	Recreation - Site: Hickiwan	Office Specialist	CR, CL	12/15/2014	\$ 12.87
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
Planning and Economic Development					
4073	Credit and Finance	Economic Development Specialist		10/20/2014	\$ 20.07
4145	Realty	Office Specialist	CR, CL	12/22/2014	\$ 12.87
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

Position: Receptionist

Open: December 19, 2014 Closes: January 9, 2015

Please contact the Sells District office at 520-383-2281 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

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

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING CLERK
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: January 05, 2015

CLOSING DATE: January 16, 2015

In-House

IN-HOUSE JOB ANNOUNCEMENT: PPM Section III.J.2. – Promotional Examinations.

Promotional examinations shall be open only to permanent employees who meet the position qualifications and have been in their current position for six (6) months. The Human Resources Officer may allow an exception to this six (6) months requirement if it can be demonstrated that it would be in the best interest of the Nation for a job change to occur. Such examinations may be restricted to employees of a specific division or department when such action is in the best interest of the Nation and will provide the best qualified applicants. Such determinations shall be made by the Human Resources Officer and the Department Head.

*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 Accounting Clerk level is met.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non -Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

SCOPE OF WORK: To provide to the Nation Accounts Payable, Account Receivable, Payroll, General Ledger, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting Services to the Nation's Programs, District and Government Branches

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in accounting or bookkeeping, 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.

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