

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 12, 2015

| HR 210 | Department/Program/Division | Job Title | Note | Opening Date | FY 2015 Salary |
|--|--|----------------------------------|----------------------|--------------|----------------|
| General Support Services | | | | | |
| 4119 | Accounting | Controller | | 11/17/2014 | \$ 85,432.00 |
| 4164 | Accounting | Property & Supply Manager | New | 1/12/2015 | \$ 65,111.00 |
| 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 | | | | | |
| 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 |
| 4166 | Child Welfare | Group Home Worker | New | 1/12/2015 | \$ 15.68 |
| 4018 | Senior Services | Cook Aide (Part Time) | Re-Advertised | 1/12/2015 | \$ 9.11 |
| 4147 | Healthy O'odham Promotion Program | Health Education Specialist | CL | 12/22/2014 | \$ 19.58 |
| 4163 | Healthy O'odham Promotion Program | Data Entry Technician | New, CR | 1/12/2015 | \$ 12.25 |
| 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 |
| 4135 | One Stop | Office Specialist | New, CR, CL | 1/12/2015 | \$ 12.87 |
| 4101 | Early Childhood/Child Care Services Site: Santa Rosa | Child Care Specialist | | 11/10/2014 | \$ 9.57 |
| 4159 | Early Childhood/Child Care Services Site: Sells | Child Care Specialist | New | 1/12/2015 | \$ 9.57 |
| 4141 | Early Childhood/Head Start Site: Vaya Chin | Cook | New | 1/12/2015 | \$ 11.66 |
| 4133 | Early Childhood/Head Start Site: Sells | Cook Aide | New | 1/12/2015 | \$ 9.11 |
| 4134 | Early Childhood/Head Start Site: San Xavier | Cook Aide | New | 1/12/2015 | \$ 9.11 |
| 4082 | Early Childhood/Special Services Program | Health Education Specialist | CL | 11/10/2014 | \$ 19.58 |
| Department of Natural Resources | | | | | |
| 4167 | Well Maintenance | Well Maintenance Technician | New | 1/12/2015 | \$ 15.68 |
| 4168 | Well Maintenance | Office Specialist | New | 1/12/2015 | \$ 12.87 |
| 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 |
| 4156 | Realty | Realty Specialist | New | 1/12/2015 | \$ 20.57 |
| 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 |

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

CR=Clerical Required CL=Career Ladder

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

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: PROPERTY & SUPPLY MANAGER

SALARY: \$65,111.00, PLUS BENEFITS

OPENING DATE: January 12, 2015

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: Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, manages, develops, and supervises the property and supply control functions. Establishes, implements, and communicates goals, objectives, policies procedures in accordance with strategic plan and the Tohono O'odham Nation's policies and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration or closely related field, and three years' work experience in a management position, to include accounting functions, inventory control, fixed and capital assets, warehouse receiving functions, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- 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.
- Based on department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015 **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: Health & Human Services/Child Welfare

**JOB LOCATION: Tohono O'odham
Nation, AZ**

POSITION SUMMARY: Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain Food Handler's Card within three months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE - (Part Time)
SALARY: \$9.11 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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, Part Time(1040 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells

POSITION SUMMARY: Under close supervision, assist in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment.

SCOPE OF WORK: Nutritional and socialization needs of eligible elders.

MINIMUM QUALIFICATIONS:

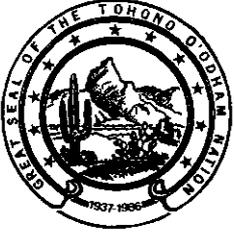
- High School Diploma or General Education Diploma and three months food handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within six (6) months of hire.
- 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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: DATA ENTRY TECHNICIAN
SALARY: \$12.25 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015 **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: Health & Human Services/HOPP

**JOB LOCATION: Tohono O'odham
Nation, AZ**

POSITION SUMMARY: Under general supervision, receives, reviews, and enters data into computer system or tracking database according to established policies and procedures. Ensures accuracy of all data recorded and performs database maintenance function.

SCOPE OF WORK: To provide primary and secondary management and prevention of diabetes on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in data entry, or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 30 WPM
- Must demonstrate fifty percent proficiency in grammar, spelling, and math.
- 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.
- 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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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015 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: Dept. of Education/One Stop

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 training, education, career exploration, and employment services for Native Americans (O'odham) residing on or near the Tohono O'odham 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—

- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.
- 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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4159

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

JOB ANNOUNCEMENT

JOB TITLE: CHILD CARE SPECIALIST
SALARY: \$9.57 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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: Dept. of Education/ Early Childhood

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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.
- 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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4141

JOB ANNOUNCEMENT

JOB TITLE: COOK – (Part Time)
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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, Part-Time (1680 hours)
Exempt

HRS/WK: Non-

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Vaya Chin, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; 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.
- Food Handler's Card must be obtained within three (3) 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE - (Part Time)
SALARY: \$9.11 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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, Part Time (1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: Sells

POSITION SUMMARY: Under close supervision, assist in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment.

SCOPE OF WORK: To provide child care assistance to children birth through 12 years of age on the Tohono O'odham Nation and surrounding service areas.

MINIMUM QUALIFICATIONS:

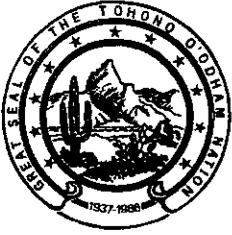
- High School Diploma or General Education Diploma and three months food handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within six (6) months of hire.
- 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.
- 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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JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE - (Part Time)
SALARY: \$9.11 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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, Part Time (1680 hours)

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Early Childhood

JOB LOCATION: San Xavier

POSITION SUMMARY: Under close supervision, assist in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment.

SCOPE OF WORK: To provide child care assistance to children birth through 12 years of age on the Tohono O'odham Nation and surrounding service areas.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within six (6) months of hire.
- 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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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: WELL MAINTENANCE TECHNICIAN
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

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/Well Maintenance

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, perform mechanical repairs and maintenance of water wells and other water delivery and pumping services under the Natural Resources Department.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in water well repair and maintenance, or an equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Commercial Driver's License—Class B, (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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH 4168

HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$11.10 - \$12.87* PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

CLOSING DATE: Open Until Filled

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STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Well Maintenance

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 repair and maintain the Nation's wells. Provide septic tank pump out services to the Nation's members, and provide portable water for domestic and livestock use.

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"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH **4156**
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: REALTY SPECIALIST
SALARY: \$20.57 PER HOUR, PLUS BENEFITS

OPENING DATE: January 12, 2015

CLOSING DATE: January 30, 2015

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: Planning/Realty Office

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides technical assistance and legal sufficiency of instruments, conveyances, and title documents, pertaining to ownership in connection with acquisitions, lease disposals exchanges, partitions, right-of-way and other realty transactions.

MINIMUM QUALIFICATIONS:

- Associates Degree in Real Estate Management or closely related field, and two years' work experience in Real Estate; 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.
- 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.

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.

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