

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 - May 26, 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					
4254	Gaming - Site: Tucson	Financial Analyst	NEW	5/26/2015	\$ 73,332.00
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
4193	Human Resources	Records Information Systems Technician	CR, NEW	5/26/2015	\$ 19.11
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Health and Human Services					
4246	Child Welfare	Group Home Worker		5/11/2015	\$ 15.68
4252	Community Health	Nutrition Specialist	CL	5/18/2015	\$ 18.64
Department of Education					
4250	Recreation - Site: Sells	Maintenance Technician		5/18/2015	\$ 12.25
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	CL	5/18/2015	\$ 11.66
4183	Early Childhood/Head Start Site: San Xavier	Center Coordinator		4/27/2015	\$ 21.09
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
Department of Natural Resources					
4251	Cultural Center & Museum	Security Guard		5/18/2015	\$ 12.87
4215	Solid Waste Management	Accounting Specialist	NEW	5/26/2015	\$ 17.74
Department of Planning and Economic Development					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
Department of Public Safety					
4253	Law Enforcement	Cook, Senior		5/18/2015	\$ 14.20

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 clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying 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

Position: Counselor II/Therapist - Site: Sells

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: FINANCIAL ANALYST
SALARY: \$79,332.00 PLUS BENEFITS

OPENING DATE: May 26, 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: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects assets of the Tohono O'odham Nation by ensuring financial controls are in place in accordance with established requirements. Ensures the integrity of reporting requirements by planning and implementing quality audits, analyzing the results, documenting exceptions and recommending corrective action, and ensures follow up responses are appropriate and accurate. This position must be familiar with analyzing Oasis, IGT, and various other on-line accounting systems.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or Finance, and six years of financial experience in a casino or gaming regulatory environment with experience in reviewing Class III Net Win reports. Professional Certification (e.g. CPA, CIA, CMA, CFE) is highly desirable.
- Four years supervisory experience.

—AND—

- Must be licensed by the Arizona Department of Gaming and/or licensed by the Tohono O'odham Nation before 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.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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JOB ANNOUNCEMENT

JOB TITLE: RECORDS INFORMATION SYSTEMS TECHNICIAN
SALARY: \$19.11 PER HOUR, PLUS BENEFITS

OPENING DATE: May 26, 2015

CLOSING DATE: June 8, 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: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs complex technical tasks relating to records management, filing, imaging and/or scanning of the Tohono O'odham Nation's records. Responsible for organizing, coordinating, maintaining, reviewing, processing, scanning, indexing, forwarding and, retrieving records. Assist in the development and maintenance of the Tohono O'odham Nation's Electronic/Manual Records Management system. This position requires extensive public contact.

SCOPE OF WORK: Service the Executive Branch recruitment & hiring, benefits programs, personnel data management, training programs & employee relations.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management and two years' work experience in records management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—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 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 type 20 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.

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

4215

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JOB ANNOUNCEMENT

**JOB TITLE: ACCOUNTING SPECIALIST
SALARY: \$17.74 PER HOUR, PLUS BENEFITS**

OPENING DATE: May 26, 2015

CLOSING DATE: June 8, 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: Natural Resources/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs general accounting duties, which includes the processing and maintenance of general ledger records processes and accounts by processing all invoices payable by the Tohono O'odham Nation to ensure compliance with all nations disbursement policies, procedures, and guidelines.

SCOPE OF WORK: Accounting services: Purchase Orders, Invoicing, Payment Vouchers, Records Management, and other related General Accounting principles.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business, Accounting or closely related field and two years' work experience in financial recordkeeping, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—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 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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