

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 - June 22, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Executive					
4254	Gaming - Site: Tucson	Financial Analyst		5/26/2015	\$ 79,332.00
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4265	Accounting	Inventory Specialist		6/8/2015	\$ 14.20
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
4043	Facility Management	Maintenance Technician		6/1/2015	\$ 12.25
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Health and Human Services					
4225	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4258	Child Welfare	Case Manager		6/1/2015	\$ 48,414.00
Department of Education					
4077	Early Childhood/Head Start Site: Santa Rosa	Cook		6/1/2015	\$ 11.66
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	CL	5/18/2015	\$ 12.87
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
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4261	Early Childhood/Head Start - Site: Sells	Home Base Teacher		6/8/2015	\$ 12.87
Department of Natural Resources					
4263	Solid Waste Management	Office Specialist	CR	6/8/2015	\$ 12.87
4268	Well Maintenance	Well Maintenance Technician		6/15/2015	\$ 15.68
Department of Planning and Economic Development					
4004	Real Property Management	Custodial/Grounds Worker		6/15/2015	\$ 11.10
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
Department of Water Resources					
4285	Water Resources	Field Supervisor	NEW	6/22/2015	\$ 54,776.00

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DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
Department of Public Safety					
4270	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	CL	6/22/2015	\$ 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 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 (Recruit & Lateral)	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: 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

4285

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

JOB ANNOUNCEMENT

JOB TITLE: FIELD SUPERVISOR
SALARY: \$54,776.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: June 22, 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: Water Resources/Water Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, accomplishes the goals and objectives of the Department, by supervising the work activities and projects of field workers to assure the Tohono O'odham Nation's plan, codes, regulations, and other applicable ordinances are followed, and completed in a timely manner.

Scope of Work: To protect and manage the Nation's groundwater and surface water. TO assist in the administration of the Nation's Water Code.

MINIMUM QUALIFICATIONS:

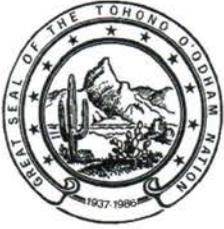
- Associates Degree in a supervisory or science field and four years of work experience in a supervisory or science related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must be in reasonably good physical condition.
- Must be willing to receive higher education at an accredited college.
- Must acquire a Commercial Driver's License Class A, within 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.
- 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.

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



4270

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

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JOB ANNOUNCEMENT

JOB TITLE: POLICE OFFICER SALARY: \$24.45 per hour, plus benefits

OPENING DATE: June 22, 2015 CLOSING DATE: Open Until Filled

***The Tohono O'odham Nation is only accepting applications from candidates who are current Arizona Police Officers or from candidates who possess an active Arizona POST certification for the Desert Diamond Casino West Valley Resort location, Glendale, Arizona. 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 Public Safety/Law Enforcement

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, ensures safety, security and the preservation of life and property by maintaining law and order and enforcing laws and ordinances.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years of work experience as a certified Police Officer.

—AND—

- Must possess an Arizona Peace Officer Standards and Training (POST) Certification.
- Must possess a Certificate of Completion of the Tohono O'odham Nation's (TON) sixteen (16) weeks Field Training Officer (FTO) program, within one year of hire.
- Must possess Search and Rescue Training Certification within eighteen (18) months of hire.
- Must possess Tracking Certification within eighteen (18) months of hire.
- Must possess the Incident Command System (ICS) training courses 100. LEB: Introduction to the Incident Command System for Law Enforcement and 700. A. Introduction to the National Incident Management (NIMS) within eighteen (18) months of hire. Note, course number subject to change.
- Must be sworn in as a Tohono O'odham Nation Police Officer by a Tribal Judge, after graduation from the academy.
- Prior to determining suitability for hire the applicant must pass an AZPOST and criminal background and fingerprint check through Arizona Department of Public Safety, physical agility test, and a medical and psychological examination. All Police Officers must pass a criminal background and fingerprint check with the Arizona Department of Public Safety every five (5) years.
- 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.
- 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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