

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



## Job Summary - July 30, 2012

<u>HR 210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
<b>Executive Office</b>					
2291	Advocate	Legal Secretary	CR,CL	7/23/2012	\$ 17.22
2092	Executive	Office Specialist	CR,CL	6/4/2012	\$ 12.49
2319	Executive - Magdalena Visitor Center Project	Project Coordinator (Occasional)	<b>NEW</b>	7/30/2012	\$ 20.00
2320	Executive - Magdalena Visitor Center Project	Laborer (Occasional)	<b>NEW</b>	7/30/2012	\$ 15.00
2242	Gaming	Gaming Inspector	CR	5/21/2012	\$ 19.01
<b>General Support Services</b>					
2263	Accounting	Controller		5/14/2012	\$ 82,943.00
2125	Department of Information & Technology	Systems Administrator		1/9/2012	\$ 66,415.00
2305	Facility Management	Custodial/Grounds Worker	<b>NEW</b>	7/30/2012	\$ 10.77
2104	Facility Management	Electrician		1/4/2012	\$ 17.65
2255	Grants and Contracts	Principal Accountant		5/14/2012	\$ 50,618.00
<b>Department of Planning and Economic Development</b>					
2309	Administration	Planner		7/16/2012	\$ 20.98
<b>Department of Health and Human Services</b>					
2287	Child Welfare	Group Home Supervisor		7/16/2012	\$ 40,531.00
2114	Child Welfare	Program Coordinator		4/30/2012	\$ 19.49
2177	Child Welfare	Program Manager, Senior		6/11/2012	\$ 69,777.00
2135	Community Health Services	Billing Technician		5/14/2012	\$ 15.22
2293	Health Transportation Services - Site: Sells	Transit Dispatcher		5/29/2012	\$ 14.85
2297	Health Transportation Services - Site: Sells	Transit Driver		6/11/2012	\$ 12.81
2298	Health Transportation Services - Site: San Lucy	Transit Driver		6/11/2012	\$ 12.81
2250	Health Transportation Services - Site: San Lucy	Transit Driver		4/23/2012	\$ 12.81
2294	Senior Services	Program Coordinator		6/11/2012	\$ 19.49
<b>Department of Education</b>					
2183	Administration	Administrative Assistant	CR	5/7/2012	\$ 14.49
2256	Early Childhood	Disabilities Specialist		5/14/2012	\$ 17.22
2288	Early Childhood	Disabilities Specialist		5/29/2012	\$ 17.22
2103	Early Childhood	Health Education Specialist		7/23/2012	\$ 19.01
2258	Early Childhood - Site: Sells	Teacher		5/14/2012	\$ 18.55
2286	Early Childhood - Site: Sells	Teacher Aide/Driver		5/29/2012	\$ 14.49
2306	Early Childhood - Site: Vaya Chin	Center Coordinator		7/16/2012	\$ 20.47
2013	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/17/2012	\$ 20.47
2017	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
2018	Recreation - Site: Menager's Dam	Recreation Specialist	<b>NEW</b>	7/30/2012	\$ 12.49
2019	Recreation - Site: Sells	Recreation Specialist		7/23/2012	\$ 12.49
2262	Recreation	Director of Recreation		5/7/2012	\$ 69,777.00
2171	Vocational Rehabilitation	Transit Driver (Occasional)		7/23/2012	\$ 12.81
<b>Department of Natural Resources</b>					
2220	Cultural Affairs - Site: Topawa	Administrative Assistant	CR	7/23/2012	\$ 14.49
<b>Department of Water Resources</b>					
2310	Water Resources	Field Supervisor		6/18/2012	\$ 53,180.00
<b>Department of Public Safety</b>					
2229	Law Enforcement	Administrative Assistant	CR	3/5/2012	\$ 14.49
2315	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80
2259	Law Enforcement	Criminal Intelligence Analyst		4/16/2012	\$ 28.22
2300	Law Enforcement	Accounting Specialist		6/4/2012	\$ 17.22

<u>HR</u> <u>210</u>	<u>Department/Program</u>	<u>Position</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2012 Salary</u>
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**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.**

**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

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



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: **PROJECT COORDINATOR (Occasional)**

SALARY: **\$20.00 PER HOUR, NO BENEFITS**

OPENING DATE: **July 30, 2012**

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: Occasional **(304 hours)**

HRS/WK: Non-Exempt

DEPARTMENT: Executive Office/

JOB LOCATION: **Magdalena, Sonora**

**Magdalena Visitor Center Project**

**POSITION SUMMARY:** Assist Tohono O'odham Nation members traveling to Magdalena for the annual pilgrimage. The Project Coordinator is responsible for overseeing the projects goals and objectives; ensure needed supplies are available; ensure and safety and wellness of the members of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Health, Social Work, or related field and two years' work experience in project coordination, 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 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

Applications and supporting documents become the property of the Tohono O'odham Nation.

**Please keep copies for your own reference.**

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

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

## JOB ANNOUNCEMENT

JOB TITLE: **LABORER (Occasional)**  
SALARY: **\$15.00, PER HOUR, NO BENEFITS**

OPENING DATE: **July 30, 2012**      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: Occasional (**56 hours**)

HRS/WK: Non-Exempt

DEPARTMENT: Executive Office/

JOB LOCATION: **Magdalena, Sonora**

**Magdalena Visitor Center Project**

**POSITION SUMMARY:** Responsible for assisting Tohono O'odham Nation members traveling to Magdalena for the annual pilgrimage. Duties and responsibilities include, but are not limited to: keeping grounds clean, monitoring campsites, ensuring safety and wellness for the members of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience as a laborer.
- 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.

### ADDITIONAL REQUIREMENTS:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• A signed and completed Tohono O'odham Nation employment application.</li> <li>• A signed and completed Background/MVR Investigations document.</li> <li>• If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.</li> <li>• A signed and completed Authorization to Release Information document.</li> </ul> | <ul style="list-style-type: none"> <li>• Current resume</li> <li>• Three (3) letters of reference</li> <li>• Copy of degree and/or transcripts</li> <li>• MVR-39 Month Report</li> <li>• Copy of current valid AZ driver's license</li> <li>• Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634</li> </ul> |
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## JOB ANNOUNCEMENT

JOB TITLE: **CUSTODIAL/GROUNDS WORKER**  
SALARY: **\$10.77 PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 30, 2012**

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: **GSS/Facility Management**

JOB LOCATION: Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.
- 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
- If claiming Indian Preference, submit a certified document of Indian Blood Certificate (C.I.B.) or a copy of Tribal Enrollment Card.
- Send all documents to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, Arizona 85634

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## JOB ANNOUNCEMENT

JOB TITLE: **RECREATION SPECIALIST**  
SALARY: **\$12.49, PER HOUR, PLUS BENEFITS**

OPENING DATE: **July 30, 2012**

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/**Recreation**

JOB LOCATION: Menager's Dam, AZ

**POSITION SUMMARY:** Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, 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 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.

### ADDITIONAL REQUIREMENTS:

- A signed and completed Tohono O'odham Nation employment application.
- A signed and completed Background/MVR Investigations document.
- Current resume, three (3) letters of reference, copy of degree and/or transcripts, MVR-39 Month Report and copy of current valid AZ driver's license.
- A signed and completed Authorization to Release Information document.
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