

**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 -August 24, 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>
<b>Executive</b>					
4028	Executive Office	Office Specialist	<b>CR, CL NEW</b>	8/24/2015	\$ 12.87
4254	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
<b>General Support Services</b>					
4340	Accounting	Assistant Controller	<b>NEW</b>	8/24/2015	\$ 77,397.00
<b>Department of Health and Human Services</b>					
4225	Cancer Program	Health Education Specialist	<b>CL</b>	6/15/2015	\$ 40,729.00
4339	Community Health	Office Specialist	<b>CR, CL NEW</b>	8/24/2015	\$ 12.87
4256	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4147	Healthy O'odham Promotion Program	Health Education Specialist (2)	<b>CL</b>	7/13/2015	\$ 19.58
4333	Health Transportation Services - Site: San Xavier	Transit Driver		8/17/2015	\$ 13.19
<b>Department of Education</b>					
4141	Early Childhood - Site: Vaya Chin	Cook (Part-time)		6/29/2015	\$ 11.66
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)	<b>CL</b>	5/18/2015	\$ 12.87
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)	<b>CL</b>	5/18/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)	<b>CL</b>	5/18/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)	<b>CL</b>	5/18/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4298	Early Childhood/Head Start Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
<b>Department of Natural Resources</b>					
4093	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4334	Rodeo & Fair	Rodeo and Fair Coordinator		8/10/2015	\$ 21.09
<b>Department of Planning and Economic Development</b>					
4156	Realty	Realty Specialist		7/6/2015	\$ 20.57
4296	PED/Administration	Planner		7/13/2015	\$ 21.61
<b>Department of Water Resources</b>					
4285	Water Resources	Field Supervisor	<b>Updated</b>	6/22/2015	\$ 54,776.00
4337	Water Resources	Hydrology Technician	<b>CL</b>	8/17/2015	\$ 22.71

**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
Fire Department	Firefighter (CL)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT**

Intermountain Centers for Human Development

Positions - Site: Sells

Behavioral Health Case Manager

Counselor II/Therapist

Recovery Coach

Enrollment Coordinator

Intake Clinician

Crisis Clinician

In-Home Support Specialist

High Acuity Placement Coordinator

Please contact Angelica Gonzales, HR/Training Specialist at [agonzales@ichd.net](mailto:agonzales@ichd.net) or [Recruiting.com](http://Recruiting.com) CRM.



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

**4028**

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: August 24, 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:** Executive Office

**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 secretarial assistance to the Chairman and Vice Chairman, office manager, and/or administrative assistants while exercising superior customer service for internal and external customers.

**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 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 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**  
**HUMAN RESOURCES OFFICE**

**4340**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: ASSISTANT CONTROLLER**  
**SALARY: \$77,397.00 PLUS BENEFITS**

**OPENING DATE: August 24, 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 general direction, provides assistance with technical expertise and direction to the management of all accounting and financial data for the Tohono O'odham Nation. Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance, and four years' work experience with centralized accounting activity for multiple fund programs and/or accounts, and multi-million dollar budgets, 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.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**4339**

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**JOB ANNOUNCEMENT**

**JOB TITLE: OFFICE SPECIALIST**

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

**OPENING DATE: August 24, 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:** Health & Human Services/Community Health

**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 secretarial assistance while exercising superior customer service for internal and external customers.

**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 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 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH  
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4285

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**Updated**

**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 or Class B, 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.

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