

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 - September 12, 2016

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Closing Date</u>	<u>FY 2016 Salary</u>
Executive					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		Open Until Filled	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		Open Until Filled	\$ 35,058.40
4535	Gaming Office - Site: Tucson	Financial Analyst		Open Until Filled	\$ 79,332.00
4844	Gaming Office - Site: Tucson	Internal Auditor		Open Until Filled	\$ 68,408.00
4958	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	CR	Open Until Filled	\$ 21.61
4803	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator	Re-Advertised	9/23/2016	\$ 13.52
General Support Services					
4812	Accounting	Accounting Clerk	Re-Advertised,CL	9/23/2016	\$ 15.68
4720	Human Resources	Administrative Assistant	CR	Open Until Filled	\$ 14.92
4957	Department of Information & Technology	Help Desk Specialist		Open Until Filled	\$ 13.52
Health and Human Services					
4939	Health Transportation - Site: San Simon	Program Coordinator		Open Until Filled	\$ 41,747.00
4865	Health Transportation - Site: San Lucy	Transit Driver (2 vacancies)		Open Until Filled	\$ 13.19
4955	Management of Health	Administrative Assistant	CR	Open Until Filled	\$ 14.92
4949	Senior Services	Cook Aide (Part Time)		Open Until Filled	\$ 9.11
Department of Education					
4778	One Stop	Career and Employment Specialist		Open Until Filled	\$ 16.47
4863	Recreation - Site: San Xavier	Recreation Specialist		Open Until Filled	\$ 12.87
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		Open Until Filled	\$ 14.92
4666	Early Childhood - Site: Vaya Chin	Cook		Open Until Filled	\$ 11.66
4931	Early Childhood - Site: Sells	Education Specialist		Open Until Filled	\$ 19.10
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		Open Until Filled	\$ 15.68
4857	Well Maintenance	Well Maintenance Supervisor		Open Until Filled	\$ 53,440.00
4954	Well Maintenance	Administrative Assistant	CR	Open Until Filled	\$ 14.92
Department of Planning and Economic Development					
4930	Administration	Project Specialist		Open Until Filled	\$ 22.15
4951	Real Property Management	Custodial/Grounds Worker		Open Until Filled	\$ 11.10
Department of Membership Services					
4811	Enrollment	Office Specialist	CL, CR	Open Until Filled	\$ 12.87
Department of Public Safety					
4950	Environmental Protection Office	Office Specialist	CL, CR	Open Until Filled	\$ 12.87
4870	Law Enforcement	Financial Crimes Investigator (3-Vacancies)		Open Until Filled	\$ 28.36
4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		Open Until Filled	\$ 24.45

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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	Closing Date	FY 2016 Salary
Department of Public Safety					
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		Open Until Filled	\$ 28.36
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	Lateral	Open Until Filled	\$ 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(s).

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 EXCEPT ORIENTATION FRIDAY'S.**
 If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) a signed and 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) resume, 6) high school diploma, transcript of college courses, 7) three current letters of reference, 8) copy of Valid Arizona driver's license, 9) clerical results, if required, 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	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Counselor II/Therapist - Site: Sells

Recovery Coach - Site: Sells

Houseparent Couple (Tucson)

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders' Office

7010 - Clerk Senior Unclassified

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883>

or contact Kim Challenger at (520) 724-4357.

Community Development Financial Institution of the Tohono O'odham Nation

Job Title: Finance/Compliance Manager

Closing Date: Open Until Filled, Pay: DOE

Contact: CDFI at P. O. Box 3130, Sells, AZ 85634 (520) 383-0790

All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position.

NEW - Gu Achi District

Job Title: Receptionist/Office Support

Closing Date: Friday, September 16, 2016

Contact: (520) 361-2404 or 361-2540

PAY: \$10.00 (full time with benefits)

Sells District

Job Title: District Treasurer

Closing Date: Open Until Filled

Contact: (520) 383-2281

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

NEW - Gu Achi Trading Post

Job Title: Gu Achi Trading Post Manager

Closing Date: Open Until Filled

Pay: \$20/hour, NO BENEFITS

For more information call Gu Achi Trading Post at (520) 361-2613

Arizona American Indian Oral Health Initiative

Job Title: Project Coordinator

Pay: DOE

Email Resume with Cover Letter to: Kim Russell, Executive Director for Advisory Council on Indian Health Care

Email: kim.Russell@azahcccs.gov



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4812

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING CLERK

SALARY: \$14.92 - \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: September 12, 2016

CLOSING DATE: September 23, 2016

*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 Accounting Clerk level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: General Support Services/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, computes, classifies records and verifies numerical data for use in maintaining accounting records.

SCOPE OF WORK: To provide accounting services to the Tohono O'odham Nation's Programs, Branches and Districts.

MINIMUM QUALIFICATIONS:

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

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations 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.

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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JOB ANNOUNCEMENT

JOB TITLE: ON-AIR ANNOUNCER/BOARD OPERATOR

SALARY: \$13.52 PER HOUR, PLUS BENEFITS

OPENING DATE: September 12, 2016

CLOSING DATE: September 23, 2016

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: Executive/Hewel Ni'ok

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under close supervision, provides a "voice" for KOHN's general programming. Responsible for keeping in compliance with Federal Communications Commission (FCC) programming regulations and standards.

MINIMUM QUALIFICATIONS:

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

—AND—

- Must submit a 30 minute CD demo.
- Must have a pleasant and well-controlled voice and excellent pronunciation.
- Upon recommendation for hire a criminal background and fingerprint 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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