

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 6, 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	NEW, CR	Open Until Filled	\$ 21.61
General Support Services					
4720	Human Resources	Administrative Assistant	NEW, CR	Open Until Filled	\$ 14.92
4957	Department of Information & Technology	Help Desk Specialist	NEW	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
4898	Behavioral Health	Counselor Specialist		Open Until Filled	\$ 20.07
4899	Behavioral Health	Office Specialist	CL, CR	Open Until Filled	\$ 12.87
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
4838	Early Childhood - Site: San Xavier	Teacher Aide		Open Until Filled	\$ 11.66
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		Open Until Filled	\$ 14.92
4940	Early Childhood - Site: Santa Rosa	Teacher		Open Until Filled	\$ 19.10
4907	Early Childhood - Site: North Komelik	Cook		Open Until Filled	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		Open Until Filled	\$ 11.66
4933	Early Childhood - Site: Sells	Maintenance Technician		Open Until Filled	\$ 12.25
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		Open Until Filled	\$ 21.09
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					
4942	Real Property Management	Custodial/Grounds Worker		Open Until Filled	\$ 11.10
4930	Administration	Project Specialist		Open Until Filled	\$ 22.15
4951	Real Property Management	Custodial/Grounds Worker	NEW	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.

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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 Challender 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.

Gu Achi District

Job Title: Accounts Payable Clerk

Closing Date: Friday, August 26, 2016

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

PAY: \$12.84 (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

DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at davita.com.

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

4720

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

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: September 6, 2016

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. **Clerical testing is required.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Human Resources Office evaluates the human resource needs of the Executive Branch in accordance with EXECUTIVE ORDER No 99-01, ESTABLISHING PERSONNEL POLICIES FOR THE EXECUTIVE BRANCH OF THE TOHONO O'ODHAM NATION.

MINIMUM QUALIFICATIONS:

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

—AND—

- Must type 40 Word Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- 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.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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4951

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JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER
SALARY: \$11.10 PER HOUR, PLUS BENEFITS

OPENING DATE: September 6, 2016

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: Planning & Economic Development/
Real Property 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—

- 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.
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JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTION PROJECT ASSISTANT

SALARY: \$21.61 PER HOUR, PLUS BENEFITS

OPENING DATE: September 6, 2016

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. **Clerical testing is required.**

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, assists in providing regulatory oversight to the Tohono O'odham Nation's gaming operations by ensuring compliance with the Tribal Gaming Ordinance Regulations, Tribal/State Company and its appendices, Indian Gaming Regulator Act (IGRA) by supporting compliance testing activities and maintenance of vital information, records management and gaming device inventory. This position assumes additional duties of a Gaming Inspector when required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Information Technology or closely related field and one year work experience in gaming inspection or compliance; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- 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 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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JOB ANNOUNCEMENT

JOB TITLE: HELP DESK SPECIALIST
SALARY: \$13.52 PER HOUR, PLUS BENEFITS

OPENING DATE: September 6, 2016

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/Information & Technology

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides support by answering, evaluating, and prioritizing incoming telephone, voice mail, e-mail, and in person requests for assistance from users experiencing problems with hardware, software, networking, and other computer-related technologies.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in a call center or customer service field, 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 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.
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