

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 - October 03, 2016

| <u>HR 210</u> | <u>Department/Program/Division</u> | <u>Job Title</u> | <u>Note</u> | <u>Closing Date</u> | <u>FY17 Salary</u> |
|----------------------------------|------------------------------------|--|-------------|---------------------|--------------------|
| JUSTICE | | | | | |
| 5026 | Office of Attorney General | Assistant Attorney General (CLIV Health) | NEW | Open Until Filled | \$ 143,013.00 |
| 5027 | Office of Attorney General | Records Information Systems Technician | CR | Open Until Filled | \$ 19.52 |
| Executive | | | | | |
| 5001 | Gaming Office - Site: Tucson | Gaming License Investigator | CR | Open Until Filled | \$ 22.08 |
| General Support Services | | | | | |
| 5011 | Accounting | Accounting Manager | | 10/3/2016 | \$ 64,895.00 |
| 5012 | Accounting | Budget Manager | | 10/3/2016 | \$ 71,632.00 |
| 5010 | Human Resources | Human Resources Licensing Analyst | | 10/11/2016 | \$ 41,609.00 |
| 5046 | Human Resources | Receptionist | | Open Until Filled | \$ 11.06 |
| Health and Human Services | | | | | |
| 4960 | Healthy O'odham Promotion Program | Health Education Specialist | CL | Open Until Filled | \$ 19.58 |
| 5028 | Child Welfare | Billing Technician | | 10/11/2016 | \$ 16.02 |

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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|------------------|------------------------------------|---------------------------|-------------|---------------------|---------------------------|
| Executive | | | | | |
| 5003 | Gaming Office - Site: West Valley | Gaming Compliance Auditor | CR | Open Until Filled | \$ 66,518.00 |

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) May require a copy of Valid driver's license, 8) 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 | 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.

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

5026

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

JOB ANNOUNCEMENT

JOB TITLE: Assistant Attorney General (CL IV Health)
SALARY: \$143,013.00 ANNUAL, PLUS BENEFITS

OPENING DATE: October 3, 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. ***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 Assistant Attorney General level is met.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: JUSTICE/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation (Nation) on health related issues. Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. This is a senior level attorney position handling an independent workload.

MINIMUM QUALIFICATIONS:

- Juris Doctor and eight years progressively responsible experience in the legal profession, including experience in health law.

—AND—

- Member of the Arizona State Bar.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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"