

**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 - November 25, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
<b>Executive Office</b>					
3623	Gaming	Gaming Inspector Project Assistant	CL, NEW	11/25/2013	\$ 21.61
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
<b>General Support Services</b>					
3504	Accounting	Accounting Clerk	CL	11/18/2013	\$ 15.68
3521	Department of Information and Technology	PC Technician	CL, NEW	11/25/2013	\$ 19.10
3662	Grants and Contracts	Principle Accountant	NEW	11/25/2013	\$ 52,136.00
<b>Justice</b>					
3644	Office of Attorney General	Assistant Attorney General (CL III)		11/4/2013	\$ 120,713.00
<b>Department of Health and Human Services</b>					
3586	Community Health	Licensed Practical Nurse		10/21/2013	\$ 23.86
3608	Health Transportation Services - Site: San Lucy	Transit Driver		10/28/2013	\$ 13.19
3651	Health Transportation Services - Site: San Lucy	Transit Driver		11/18/2013	\$ 13.19
3524	Health Transportation Services - Site: Sells	Billing Technician		10/28/2013	\$ 15.68
3659	Division of Special Needs	Maternal and Child Health Advocate		11/18/2013	\$ 19.58
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
<b>Department of Education</b>					
3576	Early Childhood - Site: San Xavier	Teacher Aide/Driver		10/14/2013	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		10/14/2013	\$ 19.10
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.87
3527	Recreation - Site: Manager's Dam	Recreation Specialist		9/9/2013	\$ 12.87
<b>Department of Natural Resources</b>					
3534	Administration	Natural Resources Technician		7/22/2013	\$ 21.09
3502	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 18.18
<b>Department of Planning and Economic Development</b>					
3625	Administration	Building Inspector	CL	11/12/2013	\$ 21.61
<b>Department of Public Safety</b>					
3597	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 68,408.00
3538	Corrections	Maintenance Technician		9/9/2013	\$ 12.25
3656	Law Enforcement	Administrative Assistant, Senior	CR	11/18/2013	\$ 17.31
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00
3567	Law Enforcement	Receptionist		11/12/2013	\$ 10.83
3592	Environmental Protection Office	Environmental Specialist	CL	9/16/2013	\$ 24.45

**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

**OTHER EMPLOYER'S RECRUITMENT**

**Intermountain Centers for Human Development**

**Position: Behavioral Health Case Manager - Tohono O'odham, Sells, AZ**  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)

**Sells District – Tohono O'odham Nation**

**Position: Business Manager**  
Please contact the Sells District office at 520-383-2281 to apply.



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

**3623**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR PROJECT ASSISTANT**

**SALARY: \$21.61 PER HOUR, PLUS BENEFITS**

**OPENING DATE: November 25, 2013**

**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.
- 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.
- Must demonstrate 70% proficiency in grammar, spelling and math.

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH  
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## JOB ANNOUNCEMENT

JOB TITLE: **PC TECHNICIAN**

SALARY: **\$14.92 - \$19.10\* PER HOUR. PLUS BENEFITS**

OPENING DATE: **November 25, 2013**

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 PC Technician level is met.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: **GSS/Dept. of Information & Technology**      JOB LOCATION: Sells and Tucson, AZ

**POSITION SUMMARY:** Under general supervision, investigates and resolves software and hardware problems of computer use by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users.

### MINIMUM QUALIFICATIONS:

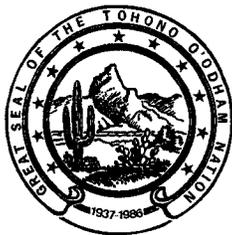
- Associate' Degree in Computer Science, Information Systems, and three years of work experience in computer science, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess Comp TIA A+ Certification.
- 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 last three years).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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: PRINCIPLE ACCOUNTANT**

**SALARY: \$52,136.00, PLUS BENEFITS**

**OPENING DATE: November 25, 2013**

**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/Grants and Contracts**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

Scope of work: Monitor and Oversee the Nation's grant and contracts, assists Accounting with financial management, is a clearinghouse for all grant and contract activities, maintains a central depository for all contracts for the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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.

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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