

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 - November 30, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
Executive					
4546	Executive Office	Office Specialist	<i>CR, CL</i>	10/26/2015	\$ 12.87
4698	Gaming - Site: Tucson	Gaming Inspector	<i>CR, NEW</i>	11/30/2015	\$ 19.58
4550	Hewel Ni'ok	Programming Coordinator, Hewel Ni'ok		11/23/2015	\$ 21.61
General Support Services					
4670	Human Resources	Human Resources Analyst		11/2/2015	\$ 47,233.00
4686	Department of Information & Technology	PC Technician	<i>CL</i>	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
Department of Health and Human Services					
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4580	Behavioral Health	Billing Technician		11/23/2015	\$ 15.68
4685	Healthy O'odham Promotion Program	Registered Dietician		11/9/2015	\$ 87,567.00
4648	Special Needs	Maternal & Child Health Advocate		11/9/2015	\$ 19.58
4649	Special Needs	Maternal & Child Health Advocate		11/9/2015	\$ 19.58
Department of Education					
4659	Early Childhood - Site: San Xavier	Child Care Specialist		8/31/2015	\$ 9.57
4661	Early Childhood - Site: Sells	Program Manager, Senior		11/2/2015	\$ 71,871.00
4667	Early Childhood - Site: Sells	Teacher		2/9/2015	\$ 19.10
4668	Early Childhood - Site: Vaya Chin	Center Coordinator		7/13/2015	\$ 21.09
4666	Early Childhood - Site: Vaya Chin	Cook		6/29/2015	\$ 11.66
4662	Early Childhood - Site: Vaya Chin	Bus Driver/Custodian		11/2/2015	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		11/2/2015	\$ 14.92
4665	Early Childhood - Site: San Xavier	Bus Driver/Custodian		11/2/2015	\$ 14.92
4673	Recreation	Director of Recreation		11/2/2015	\$ 71,871.00
Department of Natural Resources					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	<i>CL</i>	10/6/2015	\$ 18.18
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		10/26/2015	\$ 21.09
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	<i>CL</i>	8/17/2015	\$ 22.71
Department of Public Safety					
4529	Law Enforcement	Financial Crimes Investigator	<i>NEW</i>	11/30/2015	\$ 28.36

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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	Opening Date	FY 2016 Salary
Department of Public Safety					
4610	Law Enforcement - Site: West Valley	Police Officer (7 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator	<i>NEW</i>	11/30/2015	\$ 28.36
General Support Services					
4688	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00

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.

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 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 & 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, and 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

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

**Positions - Site: Sells
Counselor II/Therapist
Recovery Coach**

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

**P O Box 3130
Sells AZ 85634
(520) 383-0790**

**Job Title: Accounting Assistant
Closing Date: Open Until Filled
Pay: \$12.00/DOE**

**VITA/Training Development Coordinator
Closing Date: Open Until Filled
Pay: \$40,000.00/DOE**

**Job Title: HUD Section 184 Loan Officer
Closing Date: Open Until Filled
Pay: Starting Salary \$40,000.00/DOE**

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

**ResCare HomeCare Tucson
4750 N Oracle Rd. #114
Tucson AZ 85705
Contact Sarah Gomez, Branch Manager
Office: (520) 323-4393**

(FT) Customer Service Supervisor - Tucson

Must be able to speak, or at a minimum understand the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4698

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

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR
SALARY: \$19.58 PER HOUR, PLUS BENEFITS

OPENING DATE: November 30, 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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive/Gaming Office

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an 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 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 demonstrate 70% 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

4529

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

JOB ANNOUNCEMENT

JOB TITLE: **FINANCIAL CRIMES INVESTIGATOR**
SALARY: **\$28.36 PER HOUR, PLUS BENEFITS**

OPENING DATE: **November 30, 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: Non-Exempt

DEPARTMENT: DPS/Law Enforcement

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under limited supervision, performs criminal investigative duties and assignments involving financial crimes occurring on the Tohono O'odham Nation. Investigates and prosecutes individuals engaged in complex financial crimes, public corruption, and elder abuse.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice or closely related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Must have five years' experience investigating financial crimes such as, fraud, forgery, embezzlement, or racketeering crimes.

—AND—

- Must possess and maintain an Arizona Peace Officer Standards Training 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 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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4617

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JOB ANNOUNCEMENT

JOB TITLE: FINANCIAL CRIMES INVESTIGATOR

SALARY: \$28.36 PER HOUR, PLUS BENEFITS

OPENING DATE: November 30, 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: Non-Exempt

DEPARTMENT: DPS/Law Enforcement

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under limited supervision, performs criminal investigative duties and assignments involving financial crimes occurring on the Tohono O'odham Nation. Investigates and prosecutes individuals engaged in complex financial crimes, public corruption, and elder abuse.

MINIMUM QUALIFICATIONS:

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