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 7, 2016

HR 210	Department/Program/Division	Job Title	Note	Closing Date	FY17 Salary
Justice					
5026	Office of Attorney General	Assistant Attorney General (CLIV Health)		*Open Until Filled*	$ 143,013.00
5197	Office of Attorney General	Office Manager	***NEW***	*Open Until Filled*	$ 49,460.00
Executive					
5127	Gaming Office - Site: Tucson	Gaming Inspector	***CR***	*Open Until Filled*	$ 20.00
5128	Gaming Office - Site: Tucson	Gaming Inspector	***CR***	*Open Until Filled*	$ 20.00
5129	Gaming Office - Site: Tucson	Financial Analyst		*Open Until Filled*	$ 81,045.00
5130	Gaming Office - Site: Tucson	Gaming Inspection Project Assistant	***CR***	*Open Until Filled*	$ 22.08
Department of Education					
5188	Scholarship	Office Specialist	***NEW, CR, CL***	*11/18/2016*	$ 13.15
5111	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian	***CDL***	*Open Until Filled*	$ 15.25
5108	Early Childhood - Site: Pisinemo	Teacher Aide (1680 hours)		*Open Until Filled*	$ 11.91
5109	Early Childhood - Site: Sells	Teacher Aide (1680 hours)		*Open Until Filled*	$ 11.91
5110	Early Childhood - Site: Santa Rosa	Teacher Aide (1680 hours)		*Open Until Filled*	$ 11.91
5137	Early Childhood - Site: Vaya Chin	Cook (1680 hours)		*Open Until Filled*	$ 11.91
5024	Recreation - Site: Hickiwan	Recreation Aide		*Open Until Filled*	$ 11.34
5178	Recreation - Site: Al Jek	Recreation Specialist		*Open Until Filled*	$ 13.15
5056	Recreation - Site: Pisinemo	Maintenance Technician		*Open Until Filled*	$ 12.51
5062	Recreation - Site: Hickiwan	Office Specialist	***CR, CL***	*Open Until Filled*	$ 13.15
5131	Tohono O'odham Nation Youth Council	Youth Services Worker		*Open Until Filled*	$ 9.30
Health and Human Services					
5112	Health Transportation - Site: Sells	Billing Technician		*Open Until Filled*	$ 16.02
5114	Health Transportation - Site: San Simon	Program Coordinator		*Open Until Filled*	$ 42,649.00
5121	Health Transportation - Site: Sawkud Kuk	Program Coordinator		*Open Until Filled*	$ 42,649.00
5159	Child Welfare	Group Home Worker		*Open Until Filled*	$ 16.02
5055	Child Welfare	Case Manager, Aide		*Open Until Filled*	$ 13.15
5065	Community Health	Registered Nurse		*Open Until Filled*	$ 87,277.00
5045	Special Needs	Family Advocate		*Open Until Filled*	$ 20.00
Natural Resources					
5077	Well Maintenance	Well Maintenance Technician	***CDL***	*Open Until Filled*	$ 16.02
5155	Well Maintenance	Well Maintenance Supervisor		*Open Until Filled*	$ 54,594.00
Public Safety					
5177	Tribal Employment Rights Office	Administrative Assistant	***CR***	*11/18/2016*	$ 15.25

CR=Clerical Required CL=Career Ladder CDL=Commercial Driver's License

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	FY17 Salary
Executive					
5084	Law Enforcement - Site: West Valley	Police Officer	Lateral	*Open Until Filled*	$ 24.98
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

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

OTHER EMPLOYER'S RECRUITMENT

Salt River Pima-Maricopa Indian Community
Job Title: Associate Judge
Closing Date: November 30, 2016,
Salary: $78,403.00 - $109.767.00 Annually
Applications may be filed online at: http://www.srpmic-nsn.gov/employment

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.

Chukut Kuk District
Job Title: Financial Analyst
Closing Date: November 18,2016
For more information call Chukut Kuk District at (520) 383-2080

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 Trading Post
Job Title: Gu Achi Trading Post Manager
Closing Date: Open Until Filled, Pay: $20.00/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
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5197

JOB ANNOUNCEMENT

JOB TITLE: OFFICE MANAGER
SALARY: $49,460.00, **PLUS BENEFITS**

OPENING DATE: November 7, 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:** Exempt

DEPARTMENT: Justice/Office of Attorney General **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under limited supervision, plans, prioritizes, organizes, assigns, and evaluates the work of the administrative support staff engaged in performing a variety of routine, skilled, and specialized tasks.

SCOPE OF WORK: The Office of Attorney General has overall responsibility for providing legal advice and representation to all officials, agencies, departments, divisions and branches of the Nation's government.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration or closely related field and one year work experience in administrative or office management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years 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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5188

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST
SALARY: $11.91 - $13.15* PER HOUR, PLUS BENEFITS

OPENING DATE: November 7, 2016 **CLOSING DATE: November 18, 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 Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.**

STATUS: Probationary/Permanent, Full-Time **HRS/WK:** Non-Exempt

DEPARTMENT: Education/Scholarship **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: Tohono O'odham Nation Scholarship Fund (TONSF) provides funding to Tohono O'odham enrolled members attending accredited post-secondary institutions.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 Words Per Minute and demonstrate 50% 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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