

**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 - December 2, 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	CR (correction)	11/25/2013	\$ 21.61
<b>General Support Services</b>					
3504	Accounting	Accounting Clerk	CL	11/18/2013	\$ 15.68
3521	Department of Information and Technology	PC Technician	CL	11/25/2013	\$ 19.10
3662	Grants and Contracts	Principal Accountant		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>Membership Services</b>					
3632	Elections	Administrative Assistant	<b>CR, NEW</b>	12/2/2013	\$ 14.92
<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
3654	Family Assistance	Program Manager, Senior	<b>NEW</b>	12/2/2013	\$ 71,871.00
<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
<b>Department of Planning and Economic Development</b>					
3625	Administration	Building Inspector		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**

**3632**

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: December 2, 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: MEMBERSHIP/Elections**

**JOB LOCATION: Sells, AZ**

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

**SCOPE OF WORK:** The Tohono O'odham Nation regulates public elections in accordance with the Tohono O'odham Election Ordinance and Article X of the Tohono O'odham Nation Constitution.

**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—**

- 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 type 40 words per minute and demonstrate 60% 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**

**3654**

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**JOB ANNOUNCEMENT**

**JOB TITLE: PROGRAM MANAGER, SENIOR**

**SALARY: \$71,871, PLUS BENEFITS**

**OPENING DATE: December 2, 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: HHS/Family Assistance**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

**SCOPE OF WORK:** Child Welfare provides for foster care services, residential group homes, subsidies and clothing grants for children under the care, custody and control of the Division of Child Welfare Services. The Child Welfare staff also provides investigations, child protection, case management, and permanency for children and families who are referred due to alleged child abuse and neglect.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Services or closely related field and four year's senior management experience in program and/or grant administration, or an equivalent combination of education or experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

**—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).
- Must meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit.
- 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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