

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 - February 22, 2016

<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					
4733	Gaming - Site: Tucson	Gaming License Technician	CR	2/8/2016	\$ 19.58
4655	Executive Office	Administrative Assistant	CR, Re-Advertised	2/22/2016	\$ 14.92
General Support Services					
4775	Department of Information & Technology	Office Specialist	CR, CL	2/16/2016	\$ 12.87
4686	Department of Information & Technology	PC Technician	CL	11/16/2015	\$ 19.10
4687	Department of Information & Technology	Systems Administrator		11/16/2015	\$ 68,408.00
Department of Health and Human Services					
4776	Behavioral Health	Program Manager		2/16/2016	\$ 61,974.00
4513	Senior Services	Program Manager, Senior		1/11/2016	\$ 71,871.00
4636	Senior Services	Resource/Activities Coordinator		1/25/2016	\$ 16.88
4672	Community Health	Community Health Representative		1/11/2016	\$ 14.20
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4685	Healthy O'odham Promotion Program	Registered Dietician		1/19/2016	\$ 87,567.00
4704	Healthy O'odham Promotion Program	Health Education Specialist	CL	1/25/2016	\$ 19.58
4730	Home Health Program	Certified Nurses Assistant		12/21/2015	\$ 16.47
4739	Senior Services	Program Coordinator		1/19/2016	\$ 20.07
4760	Child Welfare	Group Home Worker		2/8/2016	\$ 15.68
Department of Education					
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
4735	Early Childhood - Site: San Lucy	Teacher Aide		1/4/2016	\$ 11.66
4669	Early Childhood - Site: Pisinemo	Teacher Aide		1/19/2016	\$ 11.66
4736	Early Childhood - Site: San Lucy	Cook		1/4/2016	\$ 11.66
4666	Early Childhood - Site: Vaya Chin	Cook		2/1/2016	\$ 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
4765	One Stop	Career and Employment Specialist		2/8/2016	\$ 16.48
4658	Recreation - Site: Hickiwan	Office Specialist	CL, CR	2/1/2016	\$ 12.87
4570	Recreation - Site: Hickiwan	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4571	Recreation - Site: Sells	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4573	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4574	Recreation - Site: Al Jek	Principal Lifeguard (Occasional)	CL	2/1/2016	\$ 12.87
4577	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4578	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4579	Recreation - Site: Al Jek	Water Safety Specialist (Occasional)	CL	2/1/2016	\$ 11.66
4734	Recreation - Site: Sells	Recreation Program Coordinator		2/1/2016	\$ 21.09
Department of Natural Resources					
4560	Range Conservation	Heavy Equipment Mechanic	CL	8/31/2015	\$ 20.08
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
Department of Planning and Economic Development					
4759	Administration	Planning Supervisor		2/1/2016	\$ 57,549.00
4675	Credit & Finance	Economic Development Specialist		2/16/2016	\$ 20.07
4768	Real Property Management	Accounting Specialist		2/1/2016	\$ 17.74
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57

Department of Public Safety

4618	Office of Emergency Management	Risk Reduction/Hazard Mitigation Specialist		2/1/2016	\$ 24.45
4761	Office of Emergency Management	Emergency Management Administrator		2/16/2016	\$ 87,567.00
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36
4763	Law Enforcement	Registration/Notification Specialist	CR	2/8/2016	\$ 16.88

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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.

<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>
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		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

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

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells

Counselor II/Therapist

Recovery Coach

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

P O Box 3130

Sells AZ 85634

(520) 383-0790

Job Title: VITA/Training Development Coordinator

Closing Date: Open Until Filled

Pay: \$40,000.00/DOE

Job Title: Loan Clerk

Closing Date: Open Until Filled

Pay: DOE

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

Sells District

P O Box 910

Sells AZ 85634

(520) 383-2281

Job Title: District Treasurer

Closing Date: Open Until Filled

Candidates must submit a letter of interest along with an updated Resume to the Sells District Council. The letter and Resume must be delivered to the Sells District Office located at AZ Highway 86, Milepost 112 in Sells, AZ 85634. For more information call Sells District.

Chukut Kuk District

P O Box 278

Sells AZ 85634

Phone (520) 383-2080 Fax: (520) 383-5788

E-Mail: ckoffice@chukut-kuk.org

Job Title: Financial Analyst

Open Until Filled/For Immediate Hire

Job Title: Youth Coordinator/Monitor

Open Until Filled/For Immediate Hire



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4655

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: February 22, 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. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Executive Office

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: To provide administrative assistance to the Chairman and Vice Chairman, and office manager, while exercising superior customer service for internal and external customers.

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—

- 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 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.