

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 - May 2, 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					
4740	Advocate	Advocate Attorney, Senior (Part-Time)		2/29/2016	\$ 38,698.40
4787	Advocate	Advocate Attorney (Part-Time)		3/14/2016	\$ 35,058.40
4780	Executive Office	Legal Assistant	CR, CL	2/29/2016	\$ 20.57
4794	Executive Office	Administrative Assistant	CR	4/11/2016	\$ 14.93
4803	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		4/25/2016	\$ 13.52
4804	Hewel Ni'ok - Site: San Xavier	On-Air Announcer/Board Operator		4/25/2016	\$ 13.52
Justice Programs					
4654	Attorney General	Assistant Attorney General CL I		4/18/2016	\$ 83,348.00
Department of Health and Human Services					
4728	Community Health	Registered Nurse		1/25/2016	\$ 85,432.00
4833	Management of Health	Office Specialist	CR, CL	4/18/2016	\$ 12.87
Department of Education					
4779	Early Childhood - Site: Sells	Child Care Specialist		2/29/2016	\$ 9.57
4667	Early Childhood - Site: Sells	Teacher		4/25/2016	\$ 19.10
4737	Early Childhood - Site: San Lucy	Teacher		1/4/2016	\$ 19.10
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
4664	Early Childhood - Site: Santa Rosa	Bus Driver/Custodian		4/25/2016	\$ 14.92
4663	Early Childhood - Site: Pisinemo	Bus Driver/Custodian		11/2/2015	\$ 14.92
4570	Recreation - Site: Hickiwan	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
4822	Recreation - Site: Pisinemo	Maintenance Technician		4/11/2016	\$ 12.25
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
4830	Recreation - Site: San Xavier	Recreation Specialist		4/25/2016	\$ 12.87
4837	Recreation - Site: Sells	Custodial/Grounds Worker		4/25/2016	\$ 11.10
4657	Recreation - Site: Sells	Maintenance Technician		4/18/2016	\$ 12.25
4808	Scholarship Fund	Education Assistance Administrator		4/18/2016	\$ 56,145.00
Department of Natural Resources					
4770	Well Maintenance	Well Maintenance Technician		2/16/2016	\$ 15.68
Department of Planning and Economic Development					
4653	Realty	Realty Specialist		2/16/2016	\$ 20.57
Department of Public Safety					
4529	Law Enforcement	Financial Crimes Investigator		11/30/2015	\$ 28.36
4816	Law Enforcement	Maintenance Technician		4/4/2016	\$ 12.25
4694	Law Enforcement	Ranger, Senior	NEW	5/2/2016	\$ 22.15

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PLEASE POST

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					
4556	Tribal Employment Rights Office - Site: West Valley	TERO Compliance Officer		4/18/2016	\$ 22.15
4610	Law Enforcement - Site: West Valley	Police Officer (6 Vacancies)	<i>Lateral</i>	6/22/2015	\$ 24.45
4617	Law Enforcement - Site: West Valley	Financial Crimes Investigator		11/30/2015	\$ 28.36

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
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.

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

Tohono O'odham Ki:Ki Association

Job Title: VASH Case Manager

Closing Date: Open Until Filled

Pay: DOE

Please contact Tohono O'odham Ki:Ki Association at (520) 383-2202

DaVita Dialysis Clinic

Job Title: Patient Care Technician

Pay: DOE

For more information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at davita.com.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

4694

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

JOB ANNOUNCEMENT

JOB TITLE: RANGER, SENIOR
SALARY: \$22.15 PER HOUR, PLUS BENEFITS

OPENING DATE: May 2, 2016

CLOSING DATE: May 13, 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.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: DPS/Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, oversees and ensures safety, security and the preservation of life and property by maintaining law and order with the enforcement of all applicable tribal and federal laws. Enforces tribal laws and natural resource ordinance violations and investigates any crimes stemming from the Archaeological Resources Protection Act (ARPA).

MINIMUM QUALIFICATIONS:

- Associates Degree in Criminal Justice, or closely related field and one year work experience as a law enforcement Officer or Ranger; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Must possess a Bureau of Indian Affairs (BIA) Police Academy Graduation or Police Officer Training Certification.
- Must have completed the Tohono O'odham Nation Department of Public Safety Ranger Academy.
- Must have completed the Incident Command System (ICS) training courses 100.LEB: Introduction to the Incident Command System for Law Enforcement and 700. a, Introduction to the National Incident Management (NIMS). Note, course number subject to change.
- Must have completed a training course on the Archaeological Resources Protection Act (ARPA).
- Must have completed a training course on Search & Rescue.
- Must have completed a training course on Tracking.
- 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.
- Must not have any Felony convictions or convictions that would be considered a Felony in the State of Arizona.
- (Note: Prior to determining suitability for hire the applicant must pass a criminal background and fingerprint check, physical agility test, medical examination and psychological examination).

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