TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540, 361-3766, 362-3766 ~ Tucson 623-5783 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov

PLEASE POST

APPLY NOW!

JOB ANNOUNCEMENT SUMMARY – August 15, 2011

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
1298	Gaming	Financial Analyst	Open Until Filled	$71,020.23
1293	Gaming	Legal Counsel/Part-Time	Open Until Filled	$51,313.68
General Support Services				
1318	Accounting	Accounting Clerk	Open Until Filled	$10.26 hr
1148-*NEW*	DoIT	PC Technician	Open Until Filled	$15.24 hr
1307	Facility Management	Facility Maintenance Supervisor	Open Until Filled	$37,982.57
1280	Grants and Contracts	Office Support Worker	Open Until Filled	$10.01 hr
1151	Human Resources	Administrative Secretary	Open Until Filled	$12.51 hr
1078	Human Resources	Human Resources Specialist	Open Until Filled	$17.24 hr
1312/1320	Motor Pool	Automotive Mechanic (2)	Open Until Filled	$14.50 hr
1337	Motor Pool	Secretary	Open Until Filled	$11.33 hr
Membership Services				
1344	Election	Election Clerk	Open Until Filled	$10.01 hr
1135	Hia-Ced O'odham	Projects Coordinator	Open Until Filled	$13.47 hr
Department of Human Services				
1377-*NEW*	Adult Protective Services	Adult Protective Senior Specialist	Open Until Filled	$32,781.73
1364	Adult Protective Services	Family Preservation Specialist	Open Until Filled	$32,781.73
1294/1295	Adult Protective Services	Group Home Worker (2)	Open Until Filled	$10.78 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Human Services				
1370	Behavioral Health	Counselor I	Open Until Filled	$13.80 hr
1082	Behavioral Health	Counselor III	Open Until Filled	$39,406.91
1369	Behavioral Health	Office Support Worker	Open Until Filled	$10.01 hr
1240	Child Welfare	Administrative Assistant	Open Until Filled	$14.15 hr
1232	Child Welfare	Billing Technician	Open Until Filled	$12.82 hr
1368	Child Welfare	Receptionist	Open Until Filled	$10.01 hr
1342	Community Health	Cancer Planning Project Coordinator	Open Until Filled	$50,990.48
1365	Community Health	Community Health Representative	Open Until Filled	$13.47 hr
1357	Community Health	Dialysis Patient Advocate	Open Until Filled	$9.77 hr
1266/1267	Community Health	Home Health Nurse (2)	Open Until Filled	$47,371.04
1013	HOPP	Fitness & Field Supervisor	Open Until Filled	$39,406.91
1361	Management of Health SPF Tribal Incentive Grant	Community Prevention Specialist	Open Until Filled	$34,011.04
Department of Education				
1349	Early Childhood	Health Specialist	Open Until Filled	$16.00 hr
1254	Early Childhood	Child Care Assistant	Open Until Filled	$8.22 hr
1348	Early Childhood-Site: Vaya Chin	Teacher	Open Until Filled	$16.00 hr
1241	One Stop	Secretary	Open Until Filled	$11.33 hr
1118	Recreation – Site: Hickiwan	Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr
1123	Recreation – Site: Menagers Dam	Recreation Aide	Open Until Filled	$8.85 hr
1121	Recreation – Site: Pisinemo	Principal Lifeguard	Open Until Filled	$11.05 hr
1167		Facility Management Technician I	Open Until Filled	$10.26 hr
1192	Recreation – Site: San Xavier	Principal Lifeguard	Open Until Filled	$11.05 hr
1367	Recreation – Site: Sells	Lifeguard/Water Safety Instructor	Open Until Filled	$10.52 hr

HRO 210	DEPARTMENT	POSITION	CLOSING DATE	FY 2011 SALARY
Department of Natural Resources				
1308	Administration	Natural Resources Technician	Open Until Filled	$19.50 hr
1183	Cultural Affairs	Cultural Affairs Technician	Open Until Filled	$11.61 hr
1378-*NEW*	Cultural Center Museum	Museum Specialist I	Open Until Filled	$32,781.73
1102	Solid Waste Management	Diesel/Hydraulic Mechanic III	Open Until Filled	$19.50 hr
1379-*NEW*	Well Maintenance	Well Repairer Assistant	Open Until Filled	$10.78 hr
Department of Public Safety				
1329	Corrections	Corrections Cook	Open Until Filled	$12.82 hr
1269	Corrections	Corrections Cook Supervisor	Open Until Filled	$15.62 hr
1350	Fire	Wildland Firefighter	Open Until Filled	$13.80 hr
1351-1355	Fire	Wildland Firefighter/Occasional (5)	Open Until Filled	$13.80 hr
1362	Law Enforcement	Administrative Assistant	Open Until Filled	$14.15 hr
1347	Law Enforcement	Police Records Clerk	Open Until Filled	$11.33 hr
1358	Office Emergency Management	Geographic Information Systems Analyst	Open Until Filled	$50,990.48

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/Switchboard Operator. TESTING: Appointments are necessary. Please call 383-6540 to schedule an appointment.

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 for any clerical positions please contact Human Resources @ (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 any other necessary documentation pertinent to the position being filled i.e. resume, transcript of college courses, letters of reference, etc. to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE, P.O. BOX 837, SELLS, AZ 85634 or call (520) 383-6540 for applications or information. 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 or tribes, (3) other candidates. Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

DEPARTMENT	POSITION (S)	CLOSING DATE	FY11 SALARY
Police Department	Police Officer	Open Continuous	$43,687.34
"	Ranger	Open Continuous	$30,918.72
"	Public Safety Dispatcher	Open Continuous	$26,661.12-$29,428.88

OTHER EMPLOYER'S RECRUITMENT

Tohono O'odham Ki:Ki Association

Position	Closing Date	Salary
Accounts Payable Clerk	Open Until Filled	DOE
Procurement Specialist (2)	Open Until Filled	DOE

For additional information contact
Damascus Francisco or Gabriela Landavazo

Phone (520) 383-2202

PO Box 790 ♦ Sells, AZ 85634

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JOB ANNOUNCEMENT

JOB TITLE: **PC TECHNICIAN**
SALARY: ***$13.80—15.24 per hour, plus benefits**

OPENING DATE: **August 15, 2011** CLOSING DATE: **Open Until Filled**

This position has career ladder opportunities, where you can be placed at a level consistent with present qualifications and move up the ladder until full PC Technician level is met.

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

DEPARTMENT: GSS/**Department of Information & Technology** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Investigates and resolves software and hardware problems of computer user by performing installation, modifications, and making repairs to personal computer hardware and software systems; provides computer support, technical assistance and training to system users mainly over the phone. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class

MINIMUM QUALIFICATIONS:
Associates Degree in Computer Science, Information Systems or related field or CompTI A+ certificate plus one (1) year related work experience.

—OR—

Equivalent combination of education and experience.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's license (No DUI's or major traffic violations within the past three (3) years).
- Must successfully complete a background investigation.

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) **current resume, three (3) letters of reference, copy of degree and/or certificate(s) and copy of valid driver's license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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

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JOB ANNOUNCEMENT

JOB TITLE: **ADULT PROTECTIVE SENIOR SPECIALIST**
SALARY: **$42,417.85 PLUS BENEFITS**

OPENING DATE: **August 15, 2011** 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: Human Health Services/**Adult Protective Services** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Provides adult protective services in areas of referrals, investigations, court reports, case transfers, and adult protective services as needed in emergency situations. Provides oversight and implementation to ensure that necessary procedures and documentation are secured for all eligible clients. **The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.**

MINIMUM QUALIFICATIONS:
Associate's Degree in Counseling or related field plus three years work experience providing social services; or Bachelor's degree in Counseling or related field plus two years experience in psychiatry, counseling, social services, corrections or law enforcement;

—OR—

An equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check.
- Must obtain First Aid and CPR certification with (1) one year of hire.
- Must be willing to sign a confidentiality statement upon hire.

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: **Museum Specialist I**
SALARY: **$32,781.73, PLUS BENEFITS**

OPENING DATE: **August 15, 2011** 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: Permanent, Full-Time HRS/WK: Exempt

DEPARTMENT: Natural Resources/**Cultural Museum** JOB LOCATION: Topawa, AZ

STATEMENT OF JOB: The Museum Specialist I performs a variety of semi-technical activities to assist the curatorial divisions and administrative offices in connection with the operations and cultural programming for the Cultural Center and Museum; The incumbent works closely with elders, school children, members of the community, researchers, and other interested individuals and groups to help carry out the mission of Himdag Ki: Hek hu, Hemu, Im B I-Ha'ap, the Tohono O'odham Nation Cultural Center and Museum. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:
1) Associate's Degree

—OR—

Equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities to complete the scope of work. Experience may include working in a museum, cultural institution, or similar organization, including non-profit organizations.

—AND—

- Bilingual O'odham/English preferred.
- Valid Arizona Driver's License (No DUI's or major traffic offenses within the past three (3) years.)
- Must successfully complete and pass a background investigation and fingerprint check

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts, MVR-39 Month Report, and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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JOB ANNOUNCEMENT

JOB TITLE: **WELL REPAIRER ASSISTANT**
SALARY: **$10.78 PER HOUR, PLUS BENEFITS**

OPENING DATE: **August 15, 2011** 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: Natural Resources/**Well Maintenance** JOB LOCATION: Sells, AZ

STATEMENT OF JOB: Keeps wells in working condition by assisting the Well Repairman with the maintenance and repair of water wells under the Tohono O'odham Well Maintenance Department. The listed tasks are ILLUSTRATIVE ONLY, and are not a comprehensive listing of all functions and tasks performed by positions in this class.

MINIMUM QUALIFICATIONS:

High School Diploma or GED

—OR—

Equivalent combination of education, training, and experience that demonstrates the knowledge or skills required in completing the scope of work

—AND—

- Bilingual O'odham/English preferred.
- Current Commercial Driver's License
- Valid Arizona Driver's License (No DUI's or major traffic offenses with the past three (3) years.)
- Must successfully complete and pass a background investigation and local fingerprint check

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) current resume, three (3) Letters of Reference, copy of Degree and/or transcripts and copy of current valid Arizona drivers license** to the Tohono O'odham Nation's Human Resources Department, P.O. Box 837, Sells, AZ 85634. Call (520) 383-6540, for an application or information. Applications and supporting documents become the property of the Tohono O'odham Nation.

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