

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 - March 25, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Executive Office					
3215	Gaming	Chief Gaming Inspector	NEW	3/25/2013	\$ 75,143.00
3217	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
3287	Gaming	Gaming Inspector	CR	3/11/2013	\$ 19.01
3284	Gaming	Gaming License Technician	CR	3/11/2013	\$ 19.01
3061	Hewel Ni'ok	On-Air Announcer/Board Operator		3/18/2013	\$ 13.13
3062	Hewel Ni'ok	On-Air Announcer/Board Operator		3/18/2013	\$ 13.13
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,142.00
3289	Motor Pool	Fleet Mechanic		3/4/2013	\$ 16.80
Justice					
3131	Office of the Prosecutor	Assistant Chief Prosecutor	NEW	3/25/2013	\$ 87,142.00
Department of Health and Human Services					
3220	Adult Protective Services	Family Preservation Specialist		3/18/2013	\$ 19.49
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3164	Behavioral Health	Counselor		3/18/2013	\$ 15.60
3234	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3235	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3236	Behavioral Health	Counselor, Senior	CL	3/4/2013	\$ 21.51
3274	Child Welfare	Human Services Investigator		2/19/2013	\$ 24.94
3232	Community Health Services	Community Health Representative	NEW	3/25/2013	\$ 13.79
3309	Health Transportation Services - Site: San Simon	Transit Driver	NEW	3/25/2013	\$ 12.81
3226	Senior Services	Cook		2/25/2013	\$ 11.32
Department of Education					
3229	Administration	Director of Education		2/4/2013	\$ 69,777.00
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3009	Johnson O'Malley	Program Coordinator (Part-Time)		2/11/2013	\$ 19.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3286	Recreation - Site: Pisinemo	Maintenance Technician		2/25/2013	\$ 11.89
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3270	Recreation - Site: San Xavier	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
Department of Natural Resources					
3296	Administration	Natural Resources Technician	NEW	3/25/2013	\$ 20.47
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	\$ 22.05

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
Department of Public Safety					
3299	Environmental Protection Office	Environmental Protection Office Supervisor		3/18/2013	\$ 55,873.00
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00
3304	Law Enforcement	Custodial/Grounds Worker	NEW	3/25/2013	\$ 10.77

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

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually **Opening Date:** 02/25/13 **Closing Date:** Open Until Filled

Please contact SXAA Office at (520) 807-2121 for more information regarding this position.

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ

Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3215

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

JOB ANNOUNCEMENT

JOB TITLE: CHIEF GAMING INSPECTOR

SALARY: \$75,143.00, PLUS BENEFITS

OPENING DATE: March 25, 2013

CLOSING DATE: April 8, 2013

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: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general direction, ensures that the gaming policies, rules, laws and regulations of the Tohono O'odham Gaming Office are enforced by utilizing the Tribal Gaming Ordinance, Regulations, the Tribal/State Gaming Compact, and the Minimum Internal Control Standards (MICS) standards.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting or closely related field, and five years' work experience as a gaming regulator; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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

3131

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

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT CHIEF PROSECUTOR
SALARY: \$87,142.00, PLUS BENEFITS

OPENING DATE: March 25, 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: Office of the Prosecutor

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, supervises the professional activities of the Prosecutor's Office to ensure quality legal representation. Presents criminal complaints and prosecutes individuals accused of violating civil and/or criminal laws or ordinances of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctorate from an accredited law school, and three years' work experience in the legal field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess an Arizona State Bar Association License.
- Must possess certification to practice in the Tohono O'odham Nation Justice Courts or have the ability to obtain within six months of 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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

3232

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

JOB ANNOUNCEMENT

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE
SALARY: \$13.79 PER HOUR, PLUS BENEFITS

OPENING DATE: March 25, 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: Non-Exempt

DEPARTMENT: Health & Human Services/Community Health Services **JOB LOCATION: Sells, AZ**

POSITION SUMMARY: Under general supervision, provides information and instruction to individuals and families in health education and disease prevention.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience as a health worker, nurse aid or clinical technician.

—AND—

- Bilingual O'odham/English preferred.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must obtain certifications as a Nurse Aide, Home Health Aide or Emergency Medical Technician within one year of 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.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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

3309

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

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER
SALARY: \$12.81 PER HOUR, PLUS BENEFITS

OPENING DATE: March 25, 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: Non-Exempt

DEPARTMENT: Health & Human Services/Heath Transportation **JOB LOCATION: San Simon, AZ**

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- 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.

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

3296

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

JOB ANNOUNCEMENT

JOB TITLE: NATURAL RESOURCES TECHNICIAN
SALARY: \$20.47 PER HOUR, PLUS BENEFITS

OPENING DATE: March 25, 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: Non-Exempt

DEPARTMENT: Natural Resources/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, works with the assessment, collection and analysis of data related to the Tohono O'odham Nation's natural resources.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Ecology, Natural Resources Management or closely related field and one year work experience in biosciences relative to the Sonoran Desert, or in a natural resources 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.

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

3304

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

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER
SALARY: \$10.77 PER HOUR, PLUS BENEFITS

OPENING DATE: March 25, 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: Non-Exempt

DEPARTMENT: Dept. of Public Safety/Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—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.

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"