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 6, 2013

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2012 Salary
General Support Services					
3289	Motor Pool	Fleet Mechanic		3/4/2013	$ 16.80
Department of Planning and Economic Development					
3300	Administration	Grant Writer Supervisor		4/8/2013	$ 57,270.00
Justice					
3131	Office of the Prosecutor	Assistant Chief Prosecutor		3/25/2013	$ 87,142.00
Department of Health and Human Services					
3232	Community Health Services	Community Health Representative		3/25/2013	$ 13.79
3290	Health Transportation Services - Site: San Simon	Program Coordinator		4/8/2013	$ 40,531.00
3309	Health Transportation Services - Site: San Simon	Transit Driver		3/25/2013	$ 12.81
3282	Health Transportation Services - Site: San Simon	Transit Driver		4/8/2013	$ 12.81
3318	Health Transportation Services - Site: Ak Chin	Transit Driver		4/8/2013	$ 12.81
3313	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	$ 12.81
3335	Health Transportation Services - Site: Sells	Transit Driver		4/29/2013	$ 12.81
3226	Senior Services	Cook		2/25/2013	$ 11.32
3292	Senior Services	Cook Aide		4/15/2013	$ 8.84
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		4/1/2013	$ 11.32
3311	Early Childhood - Site: Sells	Teacher Aide		4/29/2013	$ 11.32
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	$ 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
3041	Higher Education	Education Assistance Specialist		4/8/2013	$ 15.22
3080	Recreation - Site: Hickiwan	Office Specialist	CL, CR-***Re-Advertised***	5/6/2013	$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	$ 11.32
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
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
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		3/25/2013	$ 20.47
3326	Cultural Center & Museum	Security Guard		4/29/2013	$ 12.49
3176	Tribal Herd	Ranch Worker		4/22/2013	$ 13.79
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	2/25/2013	$ 22.05
Department of Public Safety					
3299	Environmental Protection Office	Environmental Protection Office Supervisor		3/18/2013	$ 55,873.00
3304	Law Enforcement	Custodial/Grounds Worker		3/25/2013	$ 10.77

CR=Clerical Required CL=Career Ladder

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

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

3080

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SPECIALIST**
SALARY: **$10.77 - $12.49* PER HOUR, PLUS BENEFITS**

OPENING DATE: **May 6, 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. ***This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.**

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

DEPARTMENT: Dept. of Education/**Recreation** JOB LOCATION: **Hickiwan**, AZ

POSITION SUMMARY: Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

SCOPE OF WORK: To provide recreational programs to members of the community; enhancing the health & well-being of all those using our facilities & services.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in general clerical work, 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 50% 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"