

**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](http://www.tonation-nsn.gov)



## Job Summary - December 31, 2012

<u>HR</u> <u>210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening</u> <u>Date</u>	<u>FY 2012</u> <u>Salary</u>
<b>Executive Office</b>					
3157	Gaming	Administrative Assistant	CR	11/5/2012	\$ 14.49
3193	Gaming	Gaming License Coordinator	CR	11/26/2012	\$ 24.34
3216	Gaming	Gaming License Investigator	CR	12/24/2012	\$ 20.98
<b>General Support Services</b>					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3042	Department of Information & Technology	Information Technology Project Specialist		11/19/2012	\$ 47,004.00
3044	Department of Information & Technology	Systems Administrator		10/29/2012	\$ 66,415.00
3073	Facility Management	Electrician		1/4/2012	\$ 17.65
3162	Human Resources	Benefits Specialist		12/17/2012	\$ 17.65
<b>Justice</b>					
3211	Advocate	Advocate	CL- <b>Correction</b>	12/24/2012	\$ 40,531.00
3213	Advocate	Advocate	CL- <b>Correction</b>	12/24/2012	\$ 40,531.00
3212	Advocate	Investigator		12/24/2012	\$ 20.47
<b>Department of Planning and Economic Development</b>					
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
<b>Membership Services</b>					
3026	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
3027	Elections	Election Specialist (Occasional)	CR	10/15/2012	\$ 11.32
<b>Department of Health and Human Services</b>					
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3199	Health Transportation	Office Specialist	CR, CL	12/10/2012	\$ 12.49
<b>Department of Education</b>					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide	<b>NEW</b>	12/31/2012	\$ 8.84
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
3113	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3155	One Stop	Program Coordinator		11/5/2012	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3081	Recreation - Site: Menager's Dam	Recreation Aide		1/4/2012	\$ 10.77
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3079	Recreation - Site: Pisinemo	Office Specialist	CR,CL	8/20/2012	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3093	Recreation - Site: Sells	Recreation Aide		11/5/2012	\$ 10.77
<b>Department of Natural Resources</b>					
3092	Cultural Center & Museum	Museum Specialist		9/10/2012	\$ 15.22
<b>Department of Water Resources</b>					
3184	Water Resources	Hydrology Technician	CL	12/3/2012	\$ 22.05
3208	Water Resources	Hydrology Technician	CL	12/17/2012	\$ 22.05
<b>Department of Public Safety</b>					
3014	Law Enforcement - Corrections	Assistant Corrections Administrator		8/13/2012	\$ 66,415.00
3015	Law Enforcement - Corrections	Corrections Administrator		8/13/2012	\$ 85,017.00
3016	Law Enforcement	Administrative Assistant, Senior	CR	7/30/2012	\$ 16.80

3021	Law Enforcement	Receptionist	12/24/2012	\$	10.51
------	-----------------	--------------	------------	----	-------

### 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

**Salt River Indian Community, Scottsdale, AZ**

**Position:** Associate Judge

**Salary:** \$68,655.00 - \$96,120.00 Annually

**Opening Date:** 12/07/12

**Closing Date:** 01/07/13 11:59 PM

Apply online: '<http://www.srpmic-nsn.gov/employment>'



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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

**3211**  
**3213**

**Correction**

**JOB ANNOUNCEMENT**

**JOB TITLE: ADVOCATE**

**SALARY: \$15.22 - \$19.49\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: December 24, 2012**

**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 Advocate level is met.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: Justice/Advocate**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, provides legal representation of tribal or non-tribal members in civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Paralegal Studies or closely related field and four years work experience in the field of law, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess a certification to practice in Tohono O'odham Nation Justice Courts or have the ability to obtain within 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**

**3222**

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

---

**JOB ANNOUNCEMENT**

JOB TITLE: **COOK AIDE**  
SALARY: **\$8.84 PER HOUR, PLUS BENEFITS**

OPENING DATE: **December 31, 2012**

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 Education/**Early Childhood**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

**SCOPE OF WORK:** To provide comprehensive services to children 3-5 years old on the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and three months food-handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within 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"**