

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 - October 6, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Executive					
4535	Gaming - Site: Tucson	Financial Analyst		8/3/2015	\$ 79,332.00
4532	Gaming - Site: Tucson	Gaming Inspection Project Assistant	CR	9/8/2015	\$ 21.61
4540	Gaming - Site: Why	Gaming Inspector	CR	9/14/2015	\$ 19.58
General Support Services					
4518	Accounting	Senior Accountant	NEW	10/6/2015	\$ 54,776.00
Justice Programs					
4545	Advocate	Office Specialist	CR, CL, NEW	10/6/2015	\$ 12.87
Membership Services					
4506	Enrollment	Enrollment Specialist	CR, NEW	10/6/2015	\$ 11.66
Department of Health and Human Services					
4567	Cancer Program	Health Education Specialist	CL	6/15/2015	\$ 40,729.00
Department of Natural Resources					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4500	Rodeo & Fair	Rodeo and Fair Coordinator		8/10/2015	\$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	CL, NEW	10/6/2015	\$ 18.18
4503	Solid Waste Management	Receptionist	NEW	10/6/2015	\$ 10.83
4547	Cultural Center and Museum	Maintenance Technician		9/21/2015	\$ 12.25
4504	Livestock	Livestock Brand Inspector	NEW	10/6/2015	\$ 15.68
Department of Planning and Economic Development					
4507	Administration	Planner		7/13/2015	\$ 21.61
Department of Water Resources					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	CL	8/17/2015	\$ 22.71

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

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Positions - Site: Sells
 Counselor II/Therapist
 Recovery Coach

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

Pima County Recorders's 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: SENIOR ACCOUNTANT

SALARY: \$54,776.00 PLUS BENEFITS

OPENING DATE: October 06, 2015

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: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction for the general ledger division by coordinating the production and presentation of financial information to management by researching and analyzing accounting data; ensures compliance with Generally Accepted Accounting Principles.

SCOPE OF WORK: Accounting services for the nation: Accounts Receivable, Payroll, General Ledger, Budget, Property & Supply, Purchasing, Records Management, Audit Resolution, Fund Accounting and Accounting Services for the Nations' Programs, Districts and Government Branches.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field and two years professional accounting work experience, 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 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.
- 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.

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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

JOB ANNOUNCEMENT

JOB TITLE: **OFFICE SPECIALIST**

SALARY: **\$11.66 - \$12.87*** PER HOUR, PLUS BENEFITS

OPENING DATE: **October 06, 2015**

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: **Advocate**

JOB LOCATION: **Sells, 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 secretarial assistance to the Advocate program while exercising superior customer service for internal and external customers; to maintain strict confidentiality.

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—

- 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.
- 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.

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



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HUMAN RESOURCES OFFICE

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JOB ANNOUNCEMENT

JOB TITLE: ENROLLMENT SPECIALIST
SALARY: \$11.66 PER HOUR, PLUS BENEFITS

OPENING DATE: October 06, 2015 **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. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Membership Services/Enrollment

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, processes enrollment applications for individuals applying for tribal membership.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, 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 Required.
- 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 30 words per minute and demonstrate 45% proficiency in grammar, spelling and math.

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JOB ANNOUNCEMENT

JOB TITLE: Equipment Operator Driver II
SALARY: \$18.18 PER HOUR, PLUS BENEFITS

OPENING DATE: October 6, 2015 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 level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: NR/Solid Waste Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by collecting and picking up refuse and waste according to established Nation's solid waste code, regulations, policies and procedures. Operates a wide variety of Solid Waste equipment, such as, Front Loader and rear Loader Compactor trucks, roll-off trucks, dump trucks with and without trailers, tractor-trailers, and water trucks.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years' work experience as a Commercial Driver Licensed equipment operator/driver, to include safe vehicle operations, air brake systems, tractor and trailer uncoupling, cargo handling, to include hazardous materials and trip planning, 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 valid Arizona Commercial Driver's License-Level A.
- Must obtain Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid Certification, within six months of hire.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for 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.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: **RECEPTIONIST**
SALARY: **\$10.83 PER HOUR, PLUS BENEFITS**

OPENING DATE: October 06, 2015

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/Solid Waste Management

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

SCOPE OF WORK: To organize and maintain the reception area and to screen and direct incoming calls while exercising superior customer service for internal and external customers.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—AND—

- 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 submit a 39-month driving record with the employment application.
- 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.

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JOB ANNOUNCEMENT

JOB TITLE: LIVESTOCK BRAND INSPECTOR

SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: October 06, 2015

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/Livestock

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, inspects brand marks on livestock prior to transportation off the Tohono O'odham reservation to the auction.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and four years' experience working with livestock, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Commercial Driver's License—Class B, (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.
- 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.

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