## Weekly Job Summary
### December 18 - 22, 2017

<table>
<thead>
<tr>
<th>HR 210</th>
<th>Department/Program/Division</th>
<th>Job Title</th>
<th>Note</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>FY18 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Executive</td>
<td></td>
<td></td>
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<tr>
<td>6125</td>
<td>Tohono O'odham Victim Witness Program</td>
<td>Victim/Witness Specialist</td>
<td></td>
<td>11/20/17</td>
<td>Open Until Filled</td>
<td>$ 22.85</td>
</tr>
<tr>
<td>6126</td>
<td>Tohono O'odham Victim Witness Program</td>
<td>Victim/Witness Specialist, Senior</td>
<td></td>
<td>11/20/17</td>
<td>Open Until Filled</td>
<td>$ 26.50</td>
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<tr>
<td>6147</td>
<td>Office of Attorney General</td>
<td>Legal Assistant</td>
<td>CL,CR</td>
<td>11/27/17</td>
<td>Open Until Filled</td>
<td>$ 44,144.00</td>
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<tr>
<td>6180</td>
<td>Gaming Office - Site: Tucson</td>
<td>Gaming Inspection Project Assistant</td>
<td>NEW,CR</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 22.30</td>
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<tr>
<td>6173</td>
<td>Hewel N'ok</td>
<td>On-Air Announcer/Board Operator</td>
<td></td>
<td>12/11/17</td>
<td>12/22/2017</td>
<td>$ 13.95</td>
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<td></td>
<td>General Support Service</td>
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<tr>
<td>6039</td>
<td>Grants &amp; Contracts</td>
<td>Principal Accountant</td>
<td></td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 53,785.00</td>
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<tr>
<td>6121</td>
<td>Grants &amp; Contracts</td>
<td>Principal Accountant</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 53,785.00</td>
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<tr>
<td>6059</td>
<td>Department of Information Technology</td>
<td>Information Technology Manager</td>
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<td>12/11/17</td>
<td>12/22/2017</td>
<td>$ 81,840.00</td>
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<tr>
<td>6116</td>
<td>Department of Information Technology</td>
<td>PC Technician</td>
<td>CL</td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 15.40 - 19.71</td>
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<tr>
<td>6167</td>
<td>Facility Management</td>
<td>Office Specialist</td>
<td>CL,CR</td>
<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 11.45 - 13.28</td>
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<tr>
<td></td>
<td>Justice</td>
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<tr>
<td>6072</td>
<td>Advocate Program</td>
<td>Advocate Attorney, Senior (Part-Time)</td>
<td></td>
<td>01/19/17</td>
<td>Open Until Filled</td>
<td>$ 39,925.60</td>
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<tr>
<td>6168</td>
<td>Advocate Program</td>
<td>Advocate Attorney (Part-Time)</td>
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<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 45,214.00</td>
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<tr>
<td>6169</td>
<td>Advocate Program</td>
<td>Advocate Attorney (Part-Time)</td>
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<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 36,171.20</td>
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<tr>
<td>6179</td>
<td>Office of the Prosecutor</td>
<td>Attorney Prosecutor</td>
<td>NEW,CR</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 72,334.00</td>
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<td></td>
<td>Department of Education</td>
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<tr>
<td>6166</td>
<td>Administration</td>
<td>Librarian</td>
<td></td>
<td>11/27/17</td>
<td>Open Until Filled</td>
<td>$ 47,538.00</td>
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<tr>
<td>6043</td>
<td>Early Childhood - Site: San Xavier</td>
<td>Child Care Specialist</td>
<td></td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 9.87</td>
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<tr>
<td>6178</td>
<td>Early Childhood - Site: San Xavier</td>
<td>Child Care Specialist</td>
<td></td>
<td>12/11/17</td>
<td>Open Until Filled</td>
<td>$ 9.87</td>
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<tr>
<td>6087</td>
<td>Early Childhood - Site: Sells</td>
<td>Teacher (1680 hours)</td>
<td>CDL</td>
<td>08/28/17</td>
<td>Open Until Filled</td>
<td>$ 19.71</td>
</tr>
<tr>
<td>6086</td>
<td>Early Childhood - Site: Santa Rosa</td>
<td>Bus Driver/Custodian (1680 hours)</td>
<td>CDL</td>
<td>08/21/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
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<tr>
<td>6073</td>
<td>Early Childhood - Site: Santa Rosa</td>
<td>Child Care Specialist</td>
<td></td>
<td>07/10/17</td>
<td>Open Until Filled</td>
<td>$ 9.87</td>
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<tr>
<td>6085</td>
<td>Early Childhood - Site: Vaya Chin</td>
<td>Bus Driver/Custodian (1680 hours)</td>
<td>CDL</td>
<td>08/07/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
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<tr>
<td>6127</td>
<td>Early Childhood - Special Services</td>
<td>Disabilities Specialist</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 18.30</td>
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<tr>
<td>6128</td>
<td>Early Childhood - Special Services</td>
<td>Disabilities Specialist</td>
<td></td>
<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 18.30</td>
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<tr>
<td>6056</td>
<td>Recreation - Site: Sells</td>
<td>Custodial/Grounds Worker</td>
<td></td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 11.45</td>
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<tr>
<td>6050</td>
<td>Recreation - Site: Menagers Dam</td>
<td>Recreation Aide</td>
<td></td>
<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 11.45</td>
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<tr>
<td>6011</td>
<td>Education Assistance Program-Site:Tucson</td>
<td>Education Assistance Specialist</td>
<td></td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
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<tr>
<td>6123</td>
<td>Education Assistance Program-Site:Tucson</td>
<td>Education Assistance Specialist</td>
<td></td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
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<tr>
<td>6107</td>
<td>Education Assistance Program - Site: Sells</td>
<td>Education Assistance Specialist</td>
<td></td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
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<td>Membership Services</td>
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<tr>
<td>6159</td>
<td>Enrollment</td>
<td>Data Entry Specialist</td>
<td>CR</td>
<td>11/27/17</td>
<td>Open Until Filled</td>
<td>$ 13.28</td>
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<tr>
<td></td>
<td>Natural Resources</td>
<td></td>
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<tr>
<td>6083</td>
<td>Administration</td>
<td>Ecologist</td>
<td></td>
<td>02/21/17</td>
<td>Open Until Filled</td>
<td>$ 55,129.00</td>
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<tr>
<td>6084</td>
<td>Cultural Center Museum -Site: Topawa</td>
<td>Cultural/Museum Administrator</td>
<td></td>
<td>04/24/17</td>
<td>Open Until Filled</td>
<td>$ 83,886.00</td>
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<tr>
<td>6048</td>
<td>Cultural Center Museum -Site: Topawa</td>
<td>Museum Specialist</td>
<td></td>
<td>11/20/17</td>
<td>Open Until Filled</td>
<td>$ 16.17</td>
</tr>
<tr>
<td>6154</td>
<td>Solid Waste Management Program</td>
<td>Heavy Equipment Operator</td>
<td>CDL</td>
<td>11/27/17</td>
<td>Open Until Filled</td>
<td>$ 18.76</td>
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<tr>
<td></td>
<td>Health and Human Services</td>
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<td></td>
<td></td>
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<tr>
<td>6182</td>
<td>Child Welfare</td>
<td>Administrative Assistant</td>
<td>NEW,CR</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
</tr>
<tr>
<td>6184</td>
<td>Child Welfare</td>
<td>Human Services Investigator</td>
<td>NEW</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 26.50</td>
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<tr>
<td>6129</td>
<td>Community Health</td>
<td>Registered Nurse</td>
<td></td>
<td>11/06/17</td>
<td>Open Until Filled</td>
<td>$ 88,132.00</td>
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<tr>
<td>6148</td>
<td>Community Health</td>
<td>Registered Nurse</td>
<td></td>
<td>12/11/17</td>
<td>Open Until Filled</td>
<td>$ 88,132.00</td>
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<tr>
<td>6131</td>
<td>Community Health</td>
<td>Community Health Representative</td>
<td></td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 14.65</td>
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<tr>
<td>6122</td>
<td>Senior Services (ALTCS)</td>
<td>Case Manager</td>
<td>TOLR</td>
<td>11/13/17</td>
<td>Open Until Filled</td>
<td>$ 49,944.00</td>
</tr>
<tr>
<td>6004</td>
<td>Senior Services</td>
<td>Case Manager</td>
<td>TOLR</td>
<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 49,944.00</td>
</tr>
</tbody>
</table>

Note: CR=Clerical Required  CL=Career Ladder  TOLR=Tohono O’odham Language Required
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(s).

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 EXCEPT ORIENTATION FRIDAYS. 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 and completed Tohono O'odham Nation Employment Application, 2) a signed and completed Authorization to Release Information document, 3) copy of 39-month driver license motor vehicle record, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) May require a copy of valid driver's license, 8) 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.

POSITIONS OPEN CONTINUOUS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>POSITION(S)</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>Police Officer (CL) (Recruit &amp; Lateral)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</td>
<td>Corrections Officer (CL) (CR)</td>
<td>Open Continuous</td>
</tr>
</tbody>
</table>

OTHER EMPLOYMENT OPPORTUNITIES

Community Development Financial Institution of the Tohono O'odham Nation
Job Title: HUD Section 184 Loan Officer
Closing Date: Open Until Filled, Salary: $40,000/DOE

DaVita
Job Title: Dialysis Patient Care Technician, Salary: DOE
For more Information call DaVita Dialysis Clinic at (520) 383-1700 or Apply online at: http://careers.davita.com/search/310301/85634/dialysis-patient-care-technician.

First American Credit Union
Job Title: Part-Time Member Relations Representative - Sells, AZ
Information on how to apply is located at: www.firstamerican.org/careers and submit resumes to hr@firstamerica.org.
Intermountain Centers for Human Development
Recovery Coach - Site: Sells
Operations Coordinator
Office Coordinator - Site Sells
Outpatient Behavior Coach - Site: Sells
Information on how to apply is located at:
www.intermountaincenters.org click on Careers or contact: Eric Shafer, HR/Generalist at eshafer@ichd.net

Pima County Recorders' 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:
or contact Kim Challender at (520) 724-4357.

San Xavier District
Position: (Part-Time) Tradesman Trainee (Housing) - Open to Tribal Members Only
Salary: $15.00 per hour
Closing Date: Open until filled.
Position: (Part-Time) Inventory Control Technician - Open to Public
Salary Range 22 - $17,922 - 26,988
Closing Date: Open until filled.
Position: (Part-Time) Planner - Open to Public
Closing Date: Open until filled.

Tohono O'odham High School
Education Technician - $12.50 - $25.48/hour
Teacher Positions (Science; Social Studies; Language Arts; Math)
$217.86 - $437.54/day
Teacher (Special Education Transition) - $217.86 - $437.54/day
Information Technology Technician - $17.93 - $25.48/hour
Positions are Full-time, School Year.
For more information regarding the vacant positions please contact Tohono O'odham High School at HC01 Box 8513 Sells, Arizona 85634; Fax (520) 362-2256

Santa Rosa Day School
Job Title: School Bus Driver
Closing Date: Open Until Filled, Salary: $17.93 - 25.48, DOE
Job Title: School Kitchen Helper
Closing Date: Open Until Filled, Salary: $12.52 - $20.57, DOE
For more information contact Santa Rosa Day School at HC01 Box 8400, Sells, Arizona 85634 (520)361-2276, Fax: (520)361-3516

Gu Achi Trading Post
Job Title: Gu Achi Trading Post Manager
Location: Gu Achi Trading Post
Salary: $25.00/HR, No Benefits
Open Until Filled
Job Title: Bookkeeper, Gu Achi Trading Post
Salary: $18.00/HR, No Benefits
Open Until Filled
For more information contact Gu Achi Trading Post at (520)361-2613
Applications are available at the gu Achi Trading Post, Monday through Friday, 8:00 a.m. to 5:00 p.m.
JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTION PROJECT ASSISTANT

SALARY: $22.30 PER HOUR, PLUS BENEFITS

OPENING DATE: December 18, 2017

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: Executive/Gaming

JOB LOCATION: Tucson, AZ

POSITION SUMMARY: Under general supervision, assists in providing regulatory oversight to the Tohono O'odham Nation's gaming operations by ensuring compliance with the Tribal Gaming Ordinance Regulations, Tribal/State Company and its appendices, Indian Gaming Regulator Act (IGRA) by supporting compliance testing activities and maintenance of vital information, records management and gaming device inventory. This position assumes additional duties of a Gaming Inspector when required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Information Technology or closely related field and one year work experience in gaming inspection or compliance; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

AND

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must demonstrate 70% proficiency in grammar, spelling and math.
- 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.
- 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.

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"
JOB ANNOUNCEMENT

JOB TITLE: ATTORNEY PROSECUTOR
SALARY: $72,334.00 PER ANNUM, PLUS BENEFITS

OPENING DATE: December 18, 2017          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: Exempt

DEPARTMENT: Executive/Office of the Prosecutor JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, presents criminal complaints and prosecutes individuals accused of violating the laws or ordinances of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree from an accredited law school and one year work experience in the legal field.

---AND---

- Must be an Arizona Bar Member.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid 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.
- 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.

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"
JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: $15.40 PER HOUR, PLUS BENEFITS

OPENING DATE: December 18, 2017  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: HHS/Child Welfare  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Child Welfare Division is providing child protective services when parents or caretakers are unable to care for their children due to child abuse or neglect, the responsibility then becomes the duty of the Tohono O’odham Nation Child Welfare Division. The Child Welfare Division case plan is to reunite the children with their families. The Division intervenes for the O’odham children taken into custody by the state courts; the Indian Child Welfare Act unit advocates under the Indian Child Welfare Act in State Courts for Tohono O’odham children and families whose cases are under the jurisdiction of any State in conjunction with the Nation’s Office of the Attorney General.

MINIMUM QUALIFICATIONS:

• High School Diploma or General Education Diploma and two years’ work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

• Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
• Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
• Must possess and maintain a valid 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.
• Must submit 39-month driving record with 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.

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"
JOB ANNOUNCEMENT

JOB TITLE: HUMAN SERVICES INVESTIGATOR

SALARY: $26.50 PER HOUR, PLUS BENEFITS

OPENING DATE: December 18, 2017  CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 5 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: HHS/Child Welfare  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides investigative, protective and case management services.

SCOPE OF WORK: To provide child protection and family preservation to promote safe and stable families.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Social Work, Counseling, or closely related field and one year of work experience in social work, law enforcement or family assistance programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire

- Must possess and maintain a valid 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.

- Must submit 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.

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.