## Weekly Job Summary
### January 8 - 12, 2018

<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6201</td>
<td>Gaming Office - Site: Tucson</td>
<td>Director of Gaming</td>
<td></td>
<td>01/02/18</td>
<td>Open Until Filled</td>
<td>$ 92,594.00</td>
</tr>
<tr>
<td>6180</td>
<td>Gaming Inspection Project Assistant</td>
<td>Gaming Inspection Project Assistant</td>
<td>CR</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 22.30</td>
</tr>
<tr>
<td></td>
<td>General Support Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6195</td>
<td>Human Resources</td>
<td>Human Resources Specialist</td>
<td></td>
<td>12/26/17</td>
<td>Open Until Filled</td>
<td>$ 20.71</td>
</tr>
<tr>
<td>6204</td>
<td>Accounting</td>
<td>Payroll Specialist</td>
<td>NEW</td>
<td>01/08/18</td>
<td>Open Until Filled</td>
<td>$ 19.71</td>
</tr>
<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>
</tr>
<tr>
<td>6116</td>
<td>Department of Information &amp; 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>
</tr>
<tr>
<td></td>
<td>Justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>6169</td>
<td>Advocate Program</td>
<td>Advocate Attorney (Part-Time)</td>
<td></td>
<td>12/04/17</td>
<td>Open Until Filled</td>
<td>$ 36,171.20</td>
</tr>
<tr>
<td>6179</td>
<td>Office of the Prosecutor</td>
<td>Attorney Prosecutor</td>
<td>CL</td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 72,334.00</td>
</tr>
<tr>
<td></td>
<td>Department of Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>6087</td>
<td>Early Childhood - Site: Sells</td>
<td>Teacher (1680 hours)</td>
<td></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>06/21/17</td>
<td>Open Until Filled</td>
<td>$ 15.40</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>6203</td>
<td>Recreation - Site: Sells</td>
<td>Recreation Aide</td>
<td>NEW</td>
<td>01/08/18</td>
<td>Open Until Filled</td>
<td>$ 11.45</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>6107</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>
</tr>
<tr>
<td></td>
<td>Natural Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td></td>
<td>Water Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6196</td>
<td>Water Resources</td>
<td>Hydrology Technician</td>
<td>CL</td>
<td>12/26/17</td>
<td>Open Until Filled</td>
<td>$ 17.42 - 23.43</td>
</tr>
<tr>
<td></td>
<td>Health and Human Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6182</td>
<td>Child Welfare</td>
<td>Administrative Assistant</td>
<td>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></td>
<td>12/18/17</td>
<td>Open Until Filled</td>
<td>$ 26.50</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>6192</td>
<td>Senior Services</td>
<td>Program Manager, Senior</td>
<td></td>
<td>12/26/17</td>
<td>Open Until Filled</td>
<td>$ 74,143.00</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>
<tr>
<td>6199</td>
<td>Senior Services</td>
<td>Cook Aide (1040 hours)</td>
<td></td>
<td>12/26/17</td>
<td>Open Until Filled</td>
<td>$ 9.40</td>
</tr>
</tbody>
</table>

**Department of Public Safety**

| 6124   | Law Enforcement             | Financial Crimes Investigator |     | 06/26/17     | Open Until Filled | $ 29.26   |
| 6069   | Law Enforcement             | Financial Crimes Investigator |     | 07/03/17     | Open Until Filled | $ 29.26   |
| 6068   | Law Enforcement             | Financial Crimes Investigator |     | 06/26/17     | Open Until Filled | $ 29.26   |

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

DEPARTMENT
Police Department
Police Department

POSITION(S)
Police Officer (CL) (Recruit & Lateral)
Corrections Officer (CL) (CR)

CLOSING DATE
Open Continuous
Open Continuous

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
Contact: CDFI at (520) 383-0790, P.O. Box 3130, Sells, AZ 85634
All complete applications should be submitted to the CDFI office for processing to be considered for position.

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/31U3U1/8b634/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@firstamerican.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

Job Title: Information Technology Technician
Closing Date: Open Until Filled, Salary: $17.93 - $25.48, 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: PAYROLL SPECIALIST

SALARY: $19.71 PER HOUR, PLUS BENEFITS

OPENING DATE: January 8, 2018

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.

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Accounting

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, compiles and maintains payroll data for the bi-weekly processing and generation for the payroll of the Nation.

MINIMUM QUALIFICATIONS:

- Associates Degree in Accounting, Finance or related field, and three years’ work experience in payroll accounting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

- AND -

- Upon recommendation for hire a criminal background and fingerprint 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: RECREATION AIDE

SALARY: $11.45 PER HOUR, PLUS BENEFITS

OPENING DATE: January 8, 2018

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: Education/Recreation

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, assists in organizing and conducting recreational activities for the Tohono O'odham Nation Recreation Centers according to established policies, procedures, and guidelines. Emphasis will be placed on programs activities for youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience working with youth organized recreational activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

- AND -

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first 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 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"