

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634
 Sells: (520) 383-6540 ~ Fax: (520) 383-4676
 San Xavier: (520) 547-8197 ~ Fax: (520) 295-2626
 Website: www.tonation-nsn.gov



PLEASE POST

Weekly Job Summary October 12 - October 16, 2020

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY21 Salary	
General Support Services							
7638	Human Resources	Benefits Specialist		08/24/20	10/16/20	\$ 20.14	
7420	Human Resources	Human Resources Manager		09/21/20	10/16/20	\$ 75,759.00	
7439	Accounting	Principal Accountant		09/08/20	10/16/20	\$ 57,739.00	
7244	Accounting	Purchasing Supervisor	Re-Ad	9/21/2020	10/16/20	\$ 65,327.00	
Membership Services							
7624	Enhanced Tribal Cards (2 Positions)	Enhanced Tribal Card Specialist	Re-Ad	CR	08/24/20	10/16/20	\$ 16.94
Department of Education							
Health and Human Services							
7426	Child Welfare	Program Manager, Senior (2 Positions)	Re-Ad	08/24/20	10/16/20	\$ 79,594.00	
Natural Resources							
Planning and Economic Development							
7564	Realty	Realty Specialist (2 Positions)		08/10/20	10/16/20	\$ 22.78	

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 will now be on-line only, please call Human Resources to schedule an appointment.
 If applying contact Human Resources at (520) 383-6540.

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.

WHERE TO APPLY: Apply online at the main Human Resources Office or click on the following link:

[Tohono Oodham Nation Jobs](#)

Only complete applications will be accepted, including online submissions.

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

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

OTHER EMPLOYMENT OPPORTUNITIES

Schuk Toak District

JOB TITLE: Treasurer - **Salary:** \$47,840.00 - **Closing Date:** Open Until Filled

JOB TITLE: Van Driver- **Salary:** \$14.15/hour \$17,664.69 annual - **Closing Date:** Open Until Filled

For any questions regarding the vacant positions, please contact Schuk Toak District Office at (520) 383-4660

San Xavier District-Tohono O'odham Nation

JOB TITLE: COVID Coordinator **Closing Date:** October 20, 2020

JOB TITLE: Custodian- **Closing Date:** Open Until Filled

San Xavier District Human Resources Department- 2018 W. San Xavier Rd. Tucson, AZ. 85746

Phone: 520-573-4000 Fax: 520-807-8675

Sif Oidak District

JOB TITLE: Office Support- **SALARY:** \$13.90/hr **CLOSING DATE:** Open Until Filled

JOB TITLE: Laborer (2 positions)- **SALARY:** \$14.51/hr **CLOSING DATE:** Open Until Filled

JOB TITLE: Youth Services Coordinator- **SALARY:** \$17.00/hr **CLOSING DATE:** Open Until Filled

JOB TITLE: Facility Maintenance Supervisor- **SALARY:** \$18.61/hr **CLOSING DATE:** Open Until Filled

JOB TITLE: Project Manager- **SALARY:** \$25.40/hr **CLOSING DATE:** Open Until Filled

To Apply PO BOX 12038 Casa Grande, AZ. 85130

Phone: 520-361-2360 Email: sif.oidak@toua.net

Sells District

JOB TITLE: Purchasing Clerk- **SALARY:** \$15.47/hr plus benefits **CLOSING DATE:** October 16, 2020

JOB TITLE: Executive Administrative Assistant- **SALARY:** \$18.50/hr plus benefits **CLOSING DATE:** October 16, 2020

To Apply send complete application, resume and references to Sells District Office AZ HWY 86 MP 112 Sells, AZ. 85634

Phone: 520-383-2281

Arizona Conservation Corps

JOB TITLE: Indigenous Interpretation Internship (2 Positions)- **Date:** October 19, 2020 to April 09, 2021

Stiepend: \$400/week Location: NPS SE AZ Group Parks 12856 E. Rhyolite Creek Rd. Wilcox, AZ

Benefits: AmeriCorps Education Award/Housing available if needed.

To apply submit a resume and coverletter along with online application www.azcorps.org/individual-placement-openings

Questions contact AZCC Support Coordinator Preston Sands at psands@conservationlegacy.org

Tohono O'odham Community College

JOB TITLE: Adjunct Instructor-Tohono O'odham History & Culture (PHX Center) **SALARY:** \$1000 per credit hour

JOB TITLE: Adjunct Instructor - Tohono O'odham Language (PHX Center) **SALARY:** \$1000 per credit hour

JOB TITLE: Financial Aid Manager **SALARY:** \$51,000 annual

JOB TITLE: Geographic Information Systems Technician (GIS) **SALARY:** \$18.25 per hour

JOB TITLE: Multimedia Coordinator **SALARY:** \$44,260 annual

JOB TITLE: Project Director, GEO: SMART Project **SALARY:** \$60,349 annula

JOB TITLE: Recruiter **SALARY:** \$40,000 - \$44,000 annual

JOB TITLE: Senior Systems Technician **SALARY:** 39,834 annual

JOB TITLE: Student Support Specialist I **SALARY:** \$16.12 per hour

JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 per hour (DOE)

JOB TITLE: Tohono O'odham Language and Culture Instructor **SALARY:** \$47,701 annual (DOE)

All Positions **OPEN UNTIL FILLED:** **SALARY: \$1,00 per credit hour** unless otherwise noted

For more information on the vacant positions contact wcline@tocc.edu or Visit the link below for online application

[TOHONO O ODHAM COMMUNITY COLLE Jobs](#)

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029

Tohono Chul

JOB TITLE: Director of Education- **Full Time, Exempt**

To apply submit resume and cover letter via email to humanresources@tohonochul.org

Arizona Sonoran Desert Museum Philanthropy Department

JOB TITLE: Development Associate **SALARY:** \$38,000 - \$42,000 annual

JOB TITLE: Security Officer-Reserve Status **SALARY:** \$12.00 per hour

Plus Comprehensive benefits medical, dental, vision, life and LTD FSA, HRA and 403 (b) retirement plan, paid holidays and vacation

To apply go to https://www.appone.com/MainInfoReq.asp?R_ID=3072918

