

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 March 7 - March 11, 2022

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>FY22 Salary</u>
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	03/04/22	\$ 101,887.97
7801	Gaming (Glendale) <i>(4 Positions)</i>	Gaming Inspector	CR	12/06/21	03/04/22	\$ 22.23
7805	Gaming (Glendale) <i>(2 Positions)</i>	Gaming License Investigator	CR	12/06/21	03/04/22	\$ 22.78
7558	Gaming (Glendale/Tucson)	Legal Counsel, Gaming		01/03/22	03/11/22	\$ 115,276.93
7359	Gaming (Glendale)	Gaming License Investigator	CR	01/18/22	03/11/22	\$ 22.78
7720	Office of Attorney General	Legal Secretary	CL/CR	01/18/22	03/11/22	\$ 21.16
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	03/04/22	\$ 94,613.17
7732	Advocate	Office Specialist <i>NEW</i>	CL/CR	03/07/22	03/18/22	\$ 16.94
7212	Office of Attorney General	Deputy Attorney General	NEW	03/07/22	03/18/22	\$ 171,129.30
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	03/04/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	03/04/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	03/04/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	03/04/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	03/04/22	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	03/11/22	\$ 21.16
7067	Recreation (Sells)	Recreation Aide		12/06/21	03/11/22	\$ 13.57
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	03/11/22	\$ 15.73
7645	Education Assistance Program (Tucson)	Education Assistance Specialist		02/07/22	03/04/22	\$ 18.24
7841	Early Childhood Headstart	Office Specialist	CL/CR	02/07/22	03/04/22	\$ 16.94
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	03/04/22	\$ 13.57
7838	Early Childhood Headstart <i>(2 Positions)</i>	Child Care Specialist (SX)		02/07/22	03/04/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	03/11/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	03/04/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	03/11/22	\$ 13.57
General Support Services						
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	03/04/22	\$ 22.78
7790	Accounting	Principal Accountant		11/15/21	03/04/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	03/11/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	03/11/22	\$ 16.94
7825	Grants and Contracts	Principal Accountant		12/20/21	03/11/22	\$ 59,183.07
7826	Grants and Contracts	Senior Accountant		12/20/21	03/11/22	\$ 72,108.82
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	03/04/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	03/04/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	03/04/22	\$ 28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	03/04/22	\$ 22.78
7847	Human Resources	Claims Analyst		02/21/22	03/04/22	\$ 59,183.07
7357	Accounting	Accounting Clerk		02/21/22	03/04/22	\$ 16.94
7653	Accounting	Office Specialist <i>NEW</i>	CL/CR	03/07/22	03/18/22	\$ 16.94
7862	Human Resources	Training Coordinator	NEW	03/07/22	03/18/22	\$ 24.54

Health and Human Services								
7263	Community Health Services	Registered Nurse		11/16/20	03/04/22	\$	33.00	
7723	Health Transportation Services	Program Coordinator		05/03/21	03/04/22	\$	23.35	
7742	Adult Protective Services	Human Services Investigator		08/16/21	03/04/22	\$	26.42	
7762	Child Welfare	Program Supervisor		10/25/21	03/11/22	\$	59,183.07	
7658	Management of Health	Director of Health and Human Services		12/06/21	03/11/22	\$	104,435.14	
7807	Senior Services	Cook Aide		12/06/21	03/11/22	\$	14.61	
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	03/11/22	\$	15.73	
7815	Community Health Services	Certified Nurses Assistant		12/06/21	03/11/22	\$	16.94	
7666	Community Health Services	Program Supervisor		12/06/21	03/11/22	\$	59,183.07	
7503	Health Transportation Services	Transit Driver (San Simon)		12/13/21	03/04/22	\$	15.73	
7833	Healthy O'odham Promotion Program (2 Positions)	Health Education Specialist	CL	01/18/22	03/11/22	\$	24.54	
7779	Child Welfare	Group Home Worker		01/24/22	03/04/22	\$	16.94	
7707	Child Welfare	Case Manager		02/07/22	03/04/22	\$	53,616.99	
7800	Child Welfare	Human Services Investigator		02/21/22	03/04/22	\$	26.42	
7852	Child Welfare (2 Positions)	Group Home Worker		02/28/22	03/11/22	\$	16.94	
7850	Child Welfare	Case Manager		02/28/22	03/11/22	\$	53,616.99	
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)	NEW	03/07/22	03/18/22	\$	15.73	
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)	NEW	03/07/22	03/18/22	\$	15.73	
Planning								
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	03/04/22	\$	79,594.74	
Natural Resources								
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	03/11/22	\$	18.24	
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	03/04/22	\$	21.16	
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	03/04/22	\$	22.78	
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	03/04/22	\$	21.16	
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	03/04/22	\$	59,183.07	
7842	Veterinary Program	Veterinarian		02/14/22	03/11/22	\$	99,402.99	
7843	Veterinary Program	Veterinarian Technician		02/14/22	03/11/22	\$	19.65	
7844	Veterinary Program	Administrative Assistant	CR	02/14/22	03/11/22	\$	18.24	
7019	Solid Waste Management	Receptionist	NEW	CR	03/07/22	03/18/22	\$	15.73
Public Safety								
7167	Corrections	Corrections Support Specialist		07/26/21	03/04/22	\$	18.24	
7751	Law Enforcement	Cook, Senior		08/16/21	03/04/22	\$	16.94	
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	03/04/22	\$	21.16	
7793	Corrections	Maintenance Technician		11/15/21	03/04/22	\$	19.65	
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	03/04/22	\$	16.94	
7848	Fire	Firefighter Recruit CL I	NEW	03/07/22	03/18/22	\$	18.70	
Water Resources								
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	03/11/22	\$	28.45	

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!

Career Ladders-CL

Career Ladders are advertised at full level hourly/salary.

Hourly/Salary may differ depending on the level of which the applicant qualifies.

CR=Clerical Required CL=Career Ladder TOLR=Tohono O'odham Language Required

Equal Employment Opportunity and Indian Preference Employer Page 2 of 4

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

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Administrative Assistant-Finance **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Language Specialist **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Culinary Arts Chef **SALARY:** \$53,000 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Restaurant Manager Instructor **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Academic Advisor Coordinator **SALARY:** \$44,260 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

tocc.edu

To apply please visit link above. Please submit complete application packet to Mickie Widener at

mwidener@tocc.edu

P.O. Box 3129 Sells, Arizona 85634 - Phone: (520) 479-2307 - Fax: (520) 479-2281

Tohono O'odham Ki:Ki Association

JOB TITLE: Fitness Instructor **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Survey Field Staff Member (Part-Time/Temporary) **SALARY:** \$14.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Cashier/Data Entry Clerk **SALARY:** \$18.05/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Custodian **SALARY:** \$16.09/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Field Supervisor/Construction **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Rough/Finish Carpenter **SALARY:** \$28.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634

<http://www.tokahousing.org/>

Sells District

JOB TITLE: Occasional Appointments (On an as needed basis/M-Th, 8-5) **SALARY:** \$12.80/hour **CLOSING DATE:** OPEN UNTIL FILLED

To apply contact the Sells District Office at 520-383-2281 or you may submit your letter and information via email to the receptionist at reception@sellsdistrict.com or fax 520-383-3096

Freeport-McMoRan

JOB TITLE: Laborer II (Req. ID: 47569)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Tailings Dam Operator I (Req. ID 51286)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

Employment opportunities at Sierrita/Green Valley locations.

<https://jobs.fcx.com/>

ADDUS Homecare

Personal care for in home clients. All new hires start at \$12.80

For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

JOB TITLE: Docent Coordinator **SALARY:** \$39,500 to \$41,500/DOE **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Maintenance Technician **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264

https://www.appone.com/MainInfoReq.asp?R_ID=4343811

San Xavier Cooperative Association

JOB TITLE: Grant Writer/Administration **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Accountant/Administration **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Catering Specialist/Marketing & Outreach **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Farm Mechanic/Equipment & Irrigation **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Millwright/Mill **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Farm Operator/Farm Operations **CLOSING DATE:** OPEN UNTIL FILLED

To apply contact San Xavier Cooperative Association at 520-295-3774 or by email at

sxca@sanxaviercoop.org

First American Credit Union

JOB TITLE: Part-Time Teller (Sells, AZ Location) **CLOSING DATE:** OPEN UNTIL FILLED

Please apply at our website listed below and submit resumes to email.

www.firstamerican.org/careers

hr@firstamerican.org



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HUMAN RESOURCES OFFICE

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

7732

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST
SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

*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. *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: EXEC/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: Provide legal representation to enroll tribal member in criminal, civil, juvenile who have matters in the Tohono O'odham Judicial Court.

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 type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license, (no DUI's or major traffic citations 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.

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.



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HUMAN RESOURCES OFFICE

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7212

JOB ANNOUNCEMENT

JOB TITLE: DEPUTY ATTORNEY GENERAL
SALARY: \$171,129.30 PER ANNUM, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

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: Exempt

DEPARTMENT: EXEC/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation. Represents the Nation in all legal proceedings, and in matters that affect the legal interests of the Nation. Assists the Attorney General in matters affecting the legal interests of the Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctorate from an accredited law school, and eight years' work experience in the legal field; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Member of the Arizona State Bar.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

7653

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

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST
SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

*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. *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: GSS/ACCOUNTING

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 financial services for the Tohono O'odham Nation, Tohono O'odham Nation Healthcare and certain districts.

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 type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license, (no DUI's or major traffic citations 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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7862

JOB ANNOUNCEMENT

JOB TITLE: TRAINING COORDINATOR
SALARY: \$24.54 PER HOUR, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

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: GSS/HUMAN RESOURCES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, coordinates, supervises and monitors the development and administration of the Tohono O'odham Nation's training program designed to meet departmental management and personnel training needs.

SCOPE OF WORK: To promote a professional, efficient and safe work environment for its employees and the public as well as to increase the workforce opportunity.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Event Planning, Education, or closely related field and one year demonstrated work experience in training and/or administrative experience which includes training and education 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 National FBI check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license, (no DUI's or major traffic citations 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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7854

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JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER (5 POSITIONS)

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

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/HEALTH TRANSPORTATION SERVICES

JOB LOCATION: Ak Chin/San
Simon, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- **HTS DRIVERS ONLY:** Must pass a pre-employment physical examination form (HRP 252) upon recommendation of hire.
- 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 National FBI check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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7019

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JOB ANNOUNCEMENT

JOB TITLE: RECEPTIONIST
SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

*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. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: NR/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 provide a dependable solid waste management system on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

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

—AND—

- Must type 20 Words Per Minute and demonstrate 40% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license, (no DUI's or major traffic citations 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.

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

7848

JOB ANNOUNCEMENT

JOB TITLE: FIREFIGHTER RECRUIT CL I

SALARY: \$18.70 (\$12.74 - 24 HOUR SHIFT RATE), PLUS BENEFITS

OPENING DATE: March 7, 2022

CLOSING DATE: March 18, 2022

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: DPS/FIRE

JOB LOCATION: Tohono O'odham Nation

POSITION SUMMARY: Under close supervision, protects life and property of the Tohono O'odham Nation and its residents through Firefighting, Hazardous Material Handling, Emergency Medical Services (EMS) and other rescue activities often performed under conditions that require strenuous physical exertion. Major elements of work are supervised drills and training in Firefighting, Hazardous Materials Handling and EMS skills. Firefighters are assigned to work on special assignments which call for special abilities and knowledge attained through experience and training.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma.

—AND—

- Must pass the physical agility test; and
- Must pass the written test with a score of 70% or higher, based on the IFSTA Essentials of Firefighting 7th Edition Study Guide; and
- Must pass the medical examination.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire including a 39-month motor vehicle report.
- Must possess and maintain a valid driver's license (No DUI's or major traffic citations 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.
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