## Weekly Job Summary
### June 6 - June 10, 2022

<table>
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<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>FY22 Salary</th>
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### Membership

<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>FY22 Salary</th>
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### Community Health Services

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<th>Grade</th>
<th>Base Pay</th>
<th>Date Status</th>
<th>Date End</th>
<th>Pay Rate</th>
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<tr>
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### Health Transportation Services

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<th>Date Status</th>
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<th>Pay Rate</th>
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### Behavioral Health

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### Health Transportation Services

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<th>Date End</th>
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### Transportation Planning & Roads Inventory

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### Public Safety

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<th>Date Status</th>
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**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.

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

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

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:** Language Specialist (O'odham language)  **SALARY:** $18.27/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Restaurant Manager Instructor  **SALARY:** $60,000  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Bookstore Supervisor  **SALARY:** $20.00/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Adjunct Instructor-Art  **SALARY:** $1,000/credit  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Technical Support Manager  **SALARY:** $60,000  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Administrative Services-Education  **SALARY:** $17.00/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Project Specialist (Tohono O'odham Language)  **SALARY:** $18.00/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Assistant Cook  **SALARY:** $17.00/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Art Instructor (Phoenix Center)  **SALARY:** $43,183 (DOE)  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Phoenix Center Director  **SALARY:** $60,349  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Phoenix Center Site Technician  **SALARY:** $20.00/hour  **CLOSING DATE:** OPEN UNTIL FILLED

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

tocc.edu

Tohono O'odham Ki:Ki Association

- **JOB TITLE:** Purchasing Administrator-Construction  **SALARY:** $22.59/hour  **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit https://tohonooodham.bamboohr.com/jobs/view.php?id=39

Sells District

- **JOB TITLE:** Occasional Appointments (On an as needed basis/M-Th, 8-5)  **SALARY:** $12.80/hour  **CLOSING DATE:** OPEN UNTIL FILLED
- **JOB TITLE:** Secretary, Sells District Council  **SALARY:** $39,485.88  **CLOSING DATE:** OPEN UNTIL FILLED

To apply submit letter and information via email to the receptionist at reception@sellsdistrict.com or fax 520-383-3096

ADDUX 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:** Curator of Zoo Exhibits  **SALARY:** $53,500/year DOE.  **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit https://www.appone.com/MainInfoReq.asp?R_ID=4433143

- **JOB TITLE:** Audio/Visual Assistant (24 hours/week)  **SALARY:** $18.00 to $20.00/hour DOE.  **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit https://www.appone.com/MainInfoReq.asp?R_ID=4576782

CR=Clerical Required  CL=Career Ladder  TOLR=Tohono O'odham Language Required  Equal Employment Opportunity and Indian Preference Employer
JOB TITLE: Custodian - Packrat Playhouse (40 hours/week)  SALARY: $13.16/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4250203

JOB TITLE: Custodian - Second Shift (40 hours/week)  SALARY: $13.16/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4395874

JOB TITLE: Horticulturist II (40 hours/week)  SALARY: $16.25/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4548253

JOB TITLE: HiIZ Zoo Keeper II - Stingray Focus (40 hours/week)  SALARY: $16.25/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4497258

JOB TITLE: Guest Services Assistant (Part-time)  SALARY: $13.05/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4450636

JOB TITLE: Retail Guest Services Assistant (Part-time)  SALARY: $13.05/hour  CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4556541

To apply visit Arizona Sonora Desert Museum website.

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

Gu Achi District
JOB TITLE: Laborer (2 Positions)  SALARY: $15.04/hour  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Accounting Clerk  SALARY: $17.18/hour  CLOSING DATE: OPEN UNTIL FILLED
For more information on the vacant positions contact Gu Achi District Office at 520-361-2404

Chukut Kuk District
JOB TITLE: Youth Coordinator/Monitor  CLOSING DATE: OPEN UNTIL FILLED
For more information on the vacant positions contact Chukut Kuk District Office at 520-383-2080

Tohono O’odham Judicial Branch
For more information on vacant positions, please visit our website or call 520-383-6300
https://tojc-nsn.gov/about/

Community Development Financial Institution of the Tohono O’odham Nation
JOB TITLE: Loan Administrator  SALARY: DOE  CLOSING DATE: OPEN UNTIL FILLED
For more information on the vacant position contact CDFI at 520-383-0790

Sif Oidak District
JOB TITLE: Cook Aide  SALARY: $13.26  CLOSING DATE: June 24, 2022
JOB TITLE: Community Liaison/Driver  SALARY: $14.02  CLOSING DATE: June 24, 2022
JOB TITLE: Laborer  SALARY: $14.87  CLOSING DATE: June 24, 2022
JOB TITLE: Project Manager  SALARY: $26.04  CLOSING DATE: June 24, 2022
For more information on the vacant positions contact Sif Oidak District Office at 520-361-2360

Tohono O’odham Nation Tribal Employment Rights Ordinance Commission
JOB TITLE: Administrative Assistant (Part-time)  SALARY: $18.24  CLOSING DATE: June 30, 2022
Interested applicants should submit a Letter of Interest and resume to Delma Garcia at Delma.Garcia@tonation-nsn.gov
Or please contact TERO Commission Chairperson at 520-383-5260/520-471-4310
JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: $16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: June 6, 2022 CLOSING DATE: June 17, 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

DEPARTMENT: EXEC/GAMING

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

JOB LOCATION: Tucson, 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: Regulates gaming on the Tohono O’odham Nation.

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 Record.

• May require possessing and maintaining a valid driver’s license, (no DUls or major traffic citations within the last three years).

• If required, must 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.

The Tohono O’odham Nation is an Alcohol/Drug Free Work Place
JOB ANNOUNCEMENT

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

OPENING DATE: June 6, 2022     CLOSING DATE: June 17, 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: GSS/HUMAN RESOURCES
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: Strives to promote a professional, efficient and safe work environment for its employees, the public and to increase the workforce opportunity.

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 Record.
- May require possessing and maintaining a valid driver’s license, (no DUls or major traffic citations within the last three years).
- If required, must 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.
JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER
SALARY: $53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: June 6, 2022
CLOSING DATE: June 17, 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:** HHS/CHILD WELFARE
**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

**SCOPE OF WORK:** To provide child protection and case management services to promote safe and stable O’odham families.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

---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 Record.
- May require possessing and maintaining a valid driver’s license, (no DUIs or major traffic citations within the last three years).
- If required, must 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.

The Tohono O’odham Nation is an Alcohol/Drug Free Work Place
JOB ANNOUNCEMENT

JOB TITLE: SOLID WASTE LABORER

SALARY: $15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: June 6, 2022
CLOSING DATE: June 17, 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: NR/SOLID WASTE MANAGEMENT
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, maintains the cleanliness of the communities of the Tohono O’odham Nation by collecting and sorting refuse, cleaning up dumpsites and other areas according to established departmental codes, regulations, policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience as a laborer.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver’s license, (no DUIs or major traffic citations within the last three years).
- If required, must 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.

The Tohono O’odham Nation is an Alcohol/Drug Free Work Place
JOB ANNOUNCEMENT

JOB TITLE: OFFICE MANAGER

SALARY: $53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: June 6, 2022
CLOSING DATE: June 17, 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: NR/SOLID WASTE MANAGEMENT
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, plans, prioritizes, organizes, assigns, and evaluates the work of the administrative support staff engaged in performing a variety of routine, skilled, and specialized tasks.

SCOPE OF WORK: To provide a dependable solid waste management system on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Business Administration or closely related field and one year work experience in administrative or office management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years supervisory experience.

AND

- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver’s license, (no DUIs or major traffic citations within the last three years).
- If required, must 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: OFFICE SPECIALIST
SALARY: $16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: June 6, 2022          CLOSING DATE: June 17, 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: NR/SOLID WASTE MANAGEMENT
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 a dependable solid waste management system on the Tohono O'odham Nation.

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.

- Must type 40 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
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- May require possessing and maintaining a valid driver’s license, (no DUIs or major traffic citations within the last three years).
- If required, must 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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