# Weekly Job Summary

**July 11 - July 15, 2022**

<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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7212</td>
<td>Office of Attorney General</td>
<td>Deputy Attorney General</td>
<td></td>
<td>03/07/22</td>
<td>07/15/22</td>
<td>$171,129.30</td>
</tr>
<tr>
<td>7558</td>
<td>Gaming</td>
<td>Legal Counsel, Gaming</td>
<td></td>
<td>04/04/22</td>
<td>Open Until Filled</td>
<td>$115,276.93</td>
</tr>
<tr>
<td>7363</td>
<td>Gaming (Glendale)</td>
<td>Office Specialist</td>
<td>CL/CR</td>
<td>05/09/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td>7359</td>
<td>Gaming (Glendale)</td>
<td>Gaming License Investigator</td>
<td>CR</td>
<td>05/09/22</td>
<td>07/15/22</td>
<td>$22.78</td>
</tr>
<tr>
<td>7155</td>
<td>Gaming (Glendale)</td>
<td>Gaming Inspector</td>
<td>CR</td>
<td>05/23/22</td>
<td>07/15/22</td>
<td>$24.54</td>
</tr>
<tr>
<td>7076</td>
<td>Gaming (Tucson)</td>
<td>Office Specialist</td>
<td>CL/CR</td>
<td>06/06/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td>7732</td>
<td>Advocate (Tucson)</td>
<td>Office Specialist</td>
<td>CL/CR</td>
<td>07/04/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7066</td>
<td>Recreation (Menager's Dam)</td>
<td>Recreation Aide</td>
<td></td>
<td>08/16/21</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7020</td>
<td>Early Childhood Headstart</td>
<td>Bus Driver/Custodian (VC)</td>
<td></td>
<td>01/31/22</td>
<td>07/15/22</td>
<td>$15.73</td>
</tr>
<tr>
<td>7839</td>
<td>Early Childhood Headstart</td>
<td>Child Care Specialist (P)</td>
<td></td>
<td>02/07/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7682</td>
<td>Recreation (Pisinemo)</td>
<td>Recreation Aide</td>
<td></td>
<td>04/18/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7883</td>
<td>Early Childhood Headstart</td>
<td>Teacher Aide (S)</td>
<td></td>
<td>04/25/22</td>
<td>07/15/22</td>
<td>$14.61</td>
</tr>
<tr>
<td>7344</td>
<td>Early Childhood Headstart</td>
<td>Child Care Specialist (SX)</td>
<td></td>
<td>04/25/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7838</td>
<td>Early Childhood Headstart</td>
<td>Child Care Specialist (SX)</td>
<td></td>
<td>05/30/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7094</td>
<td>Early Childhood Headstart</td>
<td>Child Care Specialist (SR)</td>
<td></td>
<td>05/30/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td><strong>General Support Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7795</td>
<td>Department of Information and Technology</td>
<td>Systems Administrator, Senior</td>
<td></td>
<td>11/22/21</td>
<td>07/15/22</td>
<td>$79,594.74</td>
</tr>
<tr>
<td>7829</td>
<td>Human Resources (TON Health Care)</td>
<td>Human Resources Licensing Analyst</td>
<td></td>
<td>01/10/22</td>
<td>07/15/22</td>
<td>$22.78</td>
</tr>
<tr>
<td>7357</td>
<td>Accounting</td>
<td>Accounting Clerk</td>
<td></td>
<td>02/21/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td>7862</td>
<td>Human Resources</td>
<td>Training Coordinator</td>
<td></td>
<td>03/07/22</td>
<td>07/15/22</td>
<td>$24.54</td>
</tr>
<tr>
<td>7820</td>
<td>Department of Information and Technology</td>
<td>Network Technician</td>
<td>CL</td>
<td>03/21/22</td>
<td>07/15/22</td>
<td>$24.54</td>
</tr>
<tr>
<td>7871</td>
<td>Grants and Contracts</td>
<td>Contract Specialist</td>
<td></td>
<td>04/04/22</td>
<td>07/15/22</td>
<td>$59,183.07</td>
</tr>
<tr>
<td>7874</td>
<td>Department of Information and Technology</td>
<td>Systems Administrator</td>
<td></td>
<td>04/11/22</td>
<td>07/15/22</td>
<td>$72,108.82</td>
</tr>
<tr>
<td>7904</td>
<td>Accounting</td>
<td>Budget Analyst</td>
<td></td>
<td>05/23/22</td>
<td>07/15/22</td>
<td>$59,183.07</td>
</tr>
<tr>
<td>7819</td>
<td>Facility Management</td>
<td>Custodial/Grounds Worker</td>
<td></td>
<td>05/30/22</td>
<td>07/15/22</td>
<td>$13.57</td>
</tr>
<tr>
<td>7907</td>
<td>Human Resources</td>
<td>Receptionist</td>
<td>CR</td>
<td>06/06/22</td>
<td>07/15/22</td>
<td>$15.73</td>
</tr>
<tr>
<td>7563</td>
<td>Human Resources</td>
<td>Human Resources Analyst</td>
<td></td>
<td>06/13/22</td>
<td>07/15/22</td>
<td>$28.45</td>
</tr>
<tr>
<td>7910</td>
<td>Facility Management</td>
<td>HVAC Technician</td>
<td></td>
<td>07/04/22</td>
<td>07/15/22</td>
<td>$21.16</td>
</tr>
<tr>
<td>7821</td>
<td>Department of Information and Technology</td>
<td>Systems Administrator</td>
<td></td>
<td>07/04/22</td>
<td>07/15/22</td>
<td>$72,108.82</td>
</tr>
<tr>
<td>7826</td>
<td>Grants and Contracts</td>
<td>Senior Accountant</td>
<td>RE-AD</td>
<td>07/11/22</td>
<td>07/22/22</td>
<td>$72,108.82</td>
</tr>
<tr>
<td><strong>Membership</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7864</td>
<td>Enrollment</td>
<td>Records Clerk</td>
<td>CR</td>
<td>04/11/22</td>
<td>07/15/22</td>
<td>$15.73</td>
</tr>
<tr>
<td><strong>Health and Human Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7263</td>
<td>Community Health Services</td>
<td>Registered Nurse</td>
<td></td>
<td>11/16/20</td>
<td>07/15/22</td>
<td>$33.00</td>
</tr>
<tr>
<td>7855</td>
<td>Health Transportation Services</td>
<td>Transit Driver (Ak Chin)</td>
<td></td>
<td>03/07/22</td>
<td>07/15/22</td>
<td>$15.73</td>
</tr>
<tr>
<td>7884</td>
<td>Behavioral Health</td>
<td>Director of Clinical Services</td>
<td></td>
<td>04/25/22</td>
<td>07/15/22</td>
<td>$94,613.17</td>
</tr>
<tr>
<td>7710</td>
<td>Senior Services</td>
<td>Program Coordinator</td>
<td></td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$23.35</td>
</tr>
<tr>
<td>7889</td>
<td>Behavioral Health</td>
<td>Program Manager</td>
<td></td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$72,108.82</td>
</tr>
<tr>
<td>7890</td>
<td>Behavioral Health</td>
<td>Case Manager</td>
<td></td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$53,616.99</td>
</tr>
<tr>
<td>7891</td>
<td>Behavioral Health</td>
<td>Administrative Assistant</td>
<td>CR</td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$18.24</td>
</tr>
<tr>
<td>7892</td>
<td>Behavioral Health</td>
<td>Prevention Specialist</td>
<td>CR</td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$24.54</td>
</tr>
</tbody>
</table>
### Natural Resources

<table>
<thead>
<tr>
<th>Code</th>
<th>Department</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>7777</td>
<td>Solid Waste Management</td>
<td>Solid Waste Crew Leader</td>
<td>10/25/21</td>
<td>07/15/22</td>
<td>$18.24</td>
</tr>
<tr>
<td>7842</td>
<td>Veterinary Program</td>
<td>Veterinarian</td>
<td>02/14/22</td>
<td>07/15/22</td>
<td>$99,402.99</td>
</tr>
<tr>
<td>7843</td>
<td>Veterinary Program</td>
<td>Veterinarian Technician</td>
<td>02/14/22</td>
<td>07/15/22</td>
<td>$19.65</td>
</tr>
<tr>
<td>7869</td>
<td>Range Conservation &amp; Management</td>
<td>Geographic Information Systems (GIS) Specialist</td>
<td>03/28/22</td>
<td>07/15/22</td>
<td>$24.54</td>
</tr>
<tr>
<td>7342</td>
<td>Cultural Center and Museum</td>
<td>Museum Curator, Education</td>
<td>05/09/22</td>
<td>07/15/22</td>
<td>$59,183.07</td>
</tr>
<tr>
<td>7379</td>
<td>Solid Waste Management</td>
<td>Office Manager</td>
<td>06/06/22</td>
<td>07/15/22</td>
<td>$53,616.99</td>
</tr>
<tr>
<td>7908</td>
<td>Solid Waste Management</td>
<td>Office Specialist</td>
<td>06/06/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td>7743</td>
<td>Soil and Water Conservation District</td>
<td>Office Specialist</td>
<td>06/13/22</td>
<td>07/15/22</td>
<td>$16.94</td>
</tr>
<tr>
<td>7089</td>
<td>Well Maintenance</td>
<td>Administrative Assistant</td>
<td>06/13/22</td>
<td>07/15/22</td>
<td>$18.24</td>
</tr>
<tr>
<td>7186</td>
<td>Solid Waste Management</td>
<td>Heavy Equipment Operator</td>
<td>06/20/22</td>
<td>07/15/22</td>
<td>$22.78</td>
</tr>
<tr>
<td>7496</td>
<td>Well Maintenance</td>
<td>Well Maintenance Technician</td>
<td>07/04/22</td>
<td>07/15/22</td>
<td>$19.65</td>
</tr>
</tbody>
</table>

### Public Safety

<table>
<thead>
<tr>
<th>Code</th>
<th>Department</th>
<th>Position</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>7167</td>
<td>Corrections</td>
<td>Corrections Support Specialist</td>
<td>07/26/21</td>
<td>07/15/22</td>
<td>$18.24</td>
</tr>
<tr>
<td>7973</td>
<td>Maintenance Technician</td>
<td>Maintenance Technician</td>
<td>11/15/21</td>
<td>07/15/22</td>
<td>$19.65</td>
</tr>
<tr>
<td>7540</td>
<td>Office of Emergency Management</td>
<td>Training and Exercise Coordinator</td>
<td>05/16/22</td>
<td>07/15/22</td>
<td>$32.19</td>
</tr>
<tr>
<td>7657</td>
<td>Law Enforcement</td>
<td>Records Clerk, Senior</td>
<td>05/23/22</td>
<td>07/15/22</td>
<td>$20.14</td>
</tr>
<tr>
<td>7385</td>
<td>Law Enforcement</td>
<td>Administrative Assistant, Senior</td>
<td>07/04/22</td>
<td>07/15/22</td>
<td>$21.16</td>
</tr>
<tr>
<td>7462</td>
<td>Law Enforcement</td>
<td>Receptionist</td>
<td>07/11/22</td>
<td>07/22/22</td>
<td>$15.73</td>
</tr>
</tbody>
</table>

### Current Employees:

Must be in your current position for six (6) months prior to applying for another job opening. 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 Continuously

<table>
<thead>
<tr>
<th>Department</th>
<th>Position(s)</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>Corrections Officer (CL) (Recruit &amp; Lateral)</td>
<td>Open Continuous</td>
</tr>
<tr>
<td>Police Department</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/hour (DOE)  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Restaurant Manager  
**SALARY:** $60,000  
**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:** Project Specialist (Tohono O'odham Language Center)  
**SALARY:** $18.00/hour  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Phoenix Center Director  
**SALARY:** $60,349  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** IT Support Technician  
**SALARY:** $20.00/hour  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Office Coordinator-Operations  
**SALARY:** $40,000-$44,000 (DOE)  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Accounts Payable Technician  
**SALARY:** $19.00 - $20.00/hour (DOE)  
**CLOSING DATE:** OPEN UNTIL FILLED

**JOB TITLE:** Dean of Student Services  
**SALARY:** $77,000 (DOE)  
**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**

**Tohono O'odham Ki:Ki Association**

**JOB TITLE:** Journeyman Plumber  
**SALARY:** DOE  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** Rough/Finish Carpenter  
**SALARY:** DOE  
**CLOSING DATE:** OPEN UNTIL FILLED


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

**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

**JOB TITLE:** Maintenance Technician  
**SALARY:** $17.83  
**CLOSING DATE:** July 22, 2022

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

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

[https://www.appone.com/MainInfoReq.asp?R_ID=4433143](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


**JOB TITLE:** Custodian - Packrat Playhouse (40 hours/week)  
**SALARY:** $13.16/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** Custodian - Second Shift (40 hours/week)  
**SALARY:** $13.16/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** Horticulturist II (40 hours/week)  
**SALARY:** $16.25/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** HIIZ Zoo Keeper II - Stingray Focus (40 hours/week)  
**SALARY:** $16.25/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** Guest Services Assistant (Part-time)  
**SALARY:** $13.05/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


**JOB TITLE:** Retail Guest Services Assistant (Part-time)  
**SALARY:** $13.05/hour  
**CLOSING DATE:** OPEN UNTIL FILLED


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](http://www.firstamerican.org/careers)

[hr@firstamerican.org](mailto:hr@firstamerican.org)

**Gu Achi District**

**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 contact Cyrus Norris at 520-333-9084

For Equal Employment Opportunity and Indian Preference Employer Please apply at our website listed below and submit resumes to email.

[www.firstamerican.org/careers](http://www.firstamerican.org/careers)

[hr@firstamerican.org](mailto:hr@firstamerican.org)
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

San Xavier Cooperative Farm
JOB TITLE: Accountant  SALARY: Negotiable  CLOSING DATE: August 19, 2022
JOB TITLE: Administration Manager  SALARY: $57,033.60  CLOSING DATE: August 19, 2022
To apply contact San Xavier Cooperative Farm at 520-295-3774 or visit
Send current resume to Outreach@SanXavierCoop.org
www.SanXavierCoop.org

Hasan Preparatory and Leadership School
JOB TITLE: Interim Director  SALARY: $65k-$80k (DOE)  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Administrative Secretary  SALARY: $17.00  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: English Teacher  SALARY: $38k-$43k (DOE)  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Tutor (Math and English)  SALARY: $25.00  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: College and Career Readiness Counselor  SALARY: $21.00  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Bus Driver CDL Driver  SALARY: $18.00 (DOE)  CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Van Driver PT  SALARY: $16.00  CLOSING DATE: OPEN UNTIL FILLED
Please submit your letter of interest and resume to:
mailto:employment@hasanprep.org
https://sites.google.com/hasanprep.org/hplsjobs/home
JOB ANNOUNCEMENT

JOB TITLE: SENIOR ACCOUNTANT

SALARY: $72,108.82 PER ANNUM, PLUS BENEFITS

OPENING DATE: July 11, 2022           CLOSING DATE: July 22, 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: GSS/GRANTS AND CONTRACTS  JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction for the general ledger division by coordinating the production and presentation of financial information to management by researching and analyzing accounting data; ensures compliance with Generally Accepted Accounting Principles.

SCOPE OF WORK: Monitor and oversees the Nation's grants and contracts and assists accounting with financial management.

MINIMUM QUALIFICATIONS:

• Bachelor's Degree in Accounting, Finance or related field and two years professional accounting work experience, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

• One year 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.

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: July 11, 2022
CLOSING DATE: July 22, 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/SENIOR SERVICES
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 support the operations of Senior Services, including case management, congregate meals, home delivered meals, transportation and recreational services for elders.

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: TRANSIT DRIVER
SALARY: $15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: July 11, 2022                  CLOSING DATE: July 22, 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/CHILD WELFARE
JOB LOCATION: Sells, 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—

- 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 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: RECEPTIONIST
SALARY: $15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: July 11, 2022  CLOSING DATE: July 22, 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: DPS/LAW ENFORCEMENT  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 for the protection of lives and property for persons residing or visiting within the exterior boundaries of 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 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.