

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 August 08 - August 12, 2022

HR #	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary	
Executive							
7212	Office of Attorney General	Deputy Attorney General		03/07/22	08/12/22	\$ 171,129.30	
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$ 115,276.93	
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	08/12/22	\$ 16.94	
7732	Advocate	Office Specialist	CL/CR	07/04/22	08/12/22	\$ 16.94	
7925	Office of Attorney General	Records Information Systems Technician	CR	07/18/22	08/12/22	\$ 19.65	
7810	Gaming (Tucson)	Gaming Inspector	CR	08/01/22	08/12/22	\$ 22.23	
7845	Office of Attorney General	Assistant Attorney General (CL IV)	CL	08/01/22	08/12/22	\$ 158,910.54	
7733	Office of the Prosecutor	Attorney Prosecutor	CL	08/01/22	08/12/22	\$ 94,613.17	
7952	Advocate	Advocate Attorney, Senior (Part-Time)	NEW	08/08/22	08/19/22	\$ 52,217.57	
Education							
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	08/12/22	\$ 13.57	
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	08/12/22	\$ 15.73	
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	08/12/22	\$ 13.57	
7094	Early Childhood Headstart (Santa Rosa)	Child Care Specialist		05/30/22	08/12/22	\$ 13.57	
7841	Early Childhood Headstart	Office Specialist	CL/CR	07/25/22	08/19/22	\$ 16.94	
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker	NEW	08/08/22	08/19/22	\$ 13.57	
7950	Early Childhood Headstart (San Xavier)	Cook Aide	NEW	08/08/22	08/19/22	\$ 14.61	
7009	Recreation (San Xavier)	Recreation Specialist	NEW	08/08/22	08/19/22	\$ 14.61	
7902	Education Assistance Program	Office Specialist	NEW	CL/CR	08/08/22	08/19/22	\$ 16.94
General Support Services							
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	08/12/22	\$ 79,594.74	
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	08/12/22	\$ 22.78	
7862	Human Resources	Training Coordinator		03/07/22	08/12/22	\$ 24.54	
7820	Department of Information and Technology	Network Technician	CL	03/21/22	08/12/22	\$ 24.54	
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	08/12/22	\$ 59,183.07	
7904	Accounting	Budget Analyst		05/23/22	08/12/22	\$ 59,183.07	
7563	Human Resources	Human Resources Analyst		06/13/22	08/12/22	\$ 28.45	
7910	Facility Management	HVAC Technician		07/04/22	08/12/22	\$ 21.16	
7821	Department of Information and Technology	Systems Administrator		07/04/22	08/12/22	\$ 72,108.82	
7826	Grants and Contracts	Senior Accountant		07/11/22	08/19/22	\$ 72,108.82	
7921	Department of Information and Technology	Systems Administrator		07/18/22	08/12/22	\$ 72,108.82	
7926	Human Resources	Safety Coordinator		07/18/22	08/12/22	\$ 59,183.07	
7927	Human Resources	Benefits Specialist		07/18/22	08/12/22	\$ 21.16	
7790	Accounting	Principal Accountant		07/25/22	08/19/22	\$ 59,183.07	
7929	Accounting	Budget Manager	NEW	08/08/22	08/19/22	\$ 79,594.74	
Membership							
7864	Enrollment	Records Clerk	CR	04/11/22	08/12/22	\$ 15.73	
Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	08/12/22	\$ 33.00	
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	08/12/22	\$ 15.73	
7884	Behavioral Health	Director of Clinical Services		04/25/22	08/12/22	\$ 94,613.17	
7710	Senior Services	Program Coordinator	REVISED	TOLR	05/16/22	08/12/22	\$ 23.35

7890	Behavioral Health	Case Manager		05/16/22	08/12/22	\$	53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	08/12/22	\$	18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	08/12/22	\$	24.54
7897	Child Welfare	Cook		05/16/22	08/12/22	\$	15.73
7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	08/12/22	\$	16.94
7775	Behavioral Health	Counselor, Senior		05/30/22	08/12/22	\$	23.94
7668	Community Health Services	Community Health Representative		05/30/22	08/12/22	\$	15.73
7707	Child Welfare	Case Manager		06/06/22	08/12/22	\$	53,616.99
7898	Senior Services	Case Manager Aide	REVISED TOLR	06/27/22	08/19/22	\$	16.94
7885	Senior Services	Cook		07/04/22	08/12/22	\$	15.73
7913	Senior Services	Case Manager	REVISED TOLR	07/11/22	08/19/22	\$	53,616.99
7914	Behavioral Health	Behavioral Health Therapist		07/18/22	08/12/22	\$	59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	08/12/22	\$	59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	08/12/22	\$	59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	08/12/22	\$	53,616.99
7919	Behavioral Health	Office Specialist	CL/CR	07/18/22	08/12/22	\$	16.94
7930	Family Assistance	Office Specialist	CL/CR	07/25/22	08/19/22	\$	16.94
7931	Community Health Services/WIC	Nutrition Specialist	CL	07/25/22	08/19/22	\$	21.16
7932	Community Health Services	Community Health Representative		07/25/22	08/19/22	\$	15.73
7934	Behavioral Health (Sawkud Ke:k)	Transit Driver		08/01/22	08/12/22	\$	15.73
7940	Behavioral Health (GuVo)	Transit Driver		08/01/22	08/12/22	\$	15.73
7935	Behavioral Health (Sawkud Ke:k)	Counselor Specialist		08/01/22	08/12/22	\$	22.78
7939	Behavioral Health (GuVo)	Counselor Specialist		08/01/22	08/12/22	\$	22.78
7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide		08/01/22	08/12/22	\$	14.61
7937	Behavioral Health (Sawkud Ke:k)	Counselor		08/01/22	08/12/22	\$	21.16
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator	REVISED	08/01/22	08/12/22	\$	53,616.99
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker		08/01/22	08/12/22	\$	16.94
7943	Child Welfare (Sells) (3 Positions)	Case Manager		08/01/22	08/12/22	\$	53,616.99
7757	Child Welfare	Case Manager	RE-AD	08/08/22	08/19/22	\$	53,616.99
Planning							
7553	Real Property Management	Maintenance Technician, Senior		06/20/22	08/12/22	\$	21.16
Natural Resources							
7842	Veterinary Program	Veterinarian		02/14/22	08/12/22	\$	99,402.99
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	08/12/22	\$	24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	08/12/22	\$	16.94
7089	Well Maintenance	Administrative Assistant	CR	06/13/22	08/12/22	\$	18.24
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	08/12/22	\$	22.78
7496	Well Maintenance	Well Maintenance Technician		07/04/22	08/12/22	\$	19.65
7777	Solid Waste Management	Solid Waste Crew Leader	RE-AD	08/08/22	08/19/22	\$	18.24
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	08/12/22	\$	18.24
7793	Corrections	Maintenance Technician		11/15/21	08/12/22	\$	19.65
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	08/12/22	\$	20.14
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	08/12/22	\$	21.16
7462	Law Enforcement	Receptionist	CR	07/11/22	08/19/22	\$	15.73
7248	Law Enforcement (2 Positions)	Financial Crimes Investigator		08/01/22	08/12/22	\$	33.00

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

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

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

[Employee Application - Tohono O'odham Community College \(tocc.edu\)](#)

For more information on vacant positions, please visit our website. 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

[BambooHR](#)

For more information on vacant positions, please visit our website or contact the Human Resources Manager at 520-383-2202.

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

[ASDM Job Opportunities \(desertmuseum.org\)](#)

For more information on vacant positions, please visit the Arizona Sonora Desert Museum website.

Gu Achi District

JOB TITLE: GAD Laborer **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Store Manager **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

For more information on vacant position contact Gu Achi District Office at 520-361-2404

Tohono O'odham Judicial Branch

<https://tojc-nsn.gov/about/>

For more information on vacant positions, please visit our website or call 520-383-6300

San Xavier Cooperative Farm

www.SanXavierCoop.org

For more information on vacant positions, please visit our website or contact San Xavier Cooperative Farm at 520-295-3774.

Send current resume to OutReach@SanXavierCoop.Org

Ha:san Preparatory and Leadership School

[Employment \(hasanprep.org\)](#)

For more information on vacant positions, please visit our website or submit your letter of interest and resume to:

mailto:employment@hasanprep.org



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

7952

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

JOB ANNOUNCEMENT

JOB TITLE: ADVOCATE ATTORNEY, SENIOR (PART-TIME)

SALARY: \$52,217.57 PER ANNUM, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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 (1040 HOURS)

HRS/WK: Exempt

DEPARTMENT: EXEC/ADVOCATE

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides quality legal representation of tribal or non-tribal members in complex civil and/or criminal matters in accordance with tribal, state, county, federal or other applicable laws.

MINIMUM QUALIFICATIONS:

- Juris Doctorate from an accredited law school and ten years work experience in the legal field.
- Three years supervisory experience of paralegal staff and/or attorneys.

—AND—

- Must possess an Arizona State Bar Association License.
- 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

7623

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

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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: EDU/RECREATION

JOB LOCATION: Manager's Dam,
AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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7950

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

JOB ANNOUNCEMENT

JOB TITLE: COOK AIDE

SALARY: \$14.61 PER HOUR, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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: EDU/EARLY CHILDHOOD

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under close supervision, assists in the preparation of menus and meals. Maintains cleanliness of food preparation areas, kitchen, utensils and equipment.

SCOPE OF WORK: Provide comprehensive services to 3-5 years old on the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months food-handling experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within 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.

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

7009

JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST
SALARY: \$14.61 PER HOUR, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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: EDU/RECREATION

JOB LOCATION: San Xavier, AZ

POSITION SUMMARY: Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or 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 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.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

7902

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: August 8, 2022

CLOSING DATE: August 19, 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: EDU/EDUCATION ASSISTANCE PROGRAM

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 education assistance to enrolled members of the Tohono O'odham Nation to attend post-secondary institutions.

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.
- 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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7929

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JOB ANNOUNCEMENT

JOB TITLE: BUDGET MANAGER
SALARY: \$79,594.74 PER ANNUM, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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/ACCOUNTING

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction to the management of budget and related financial reporting requirements by facilitating budget development; performs periodic budget analysis for the Nation's departments and programs; evaluates annual budget requests; compiles and consolidates budgets based on statistical studies and analyses of past and current budgets. Establishes standards of work performance and methods of operation for the department.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance, or closely related field, and four years work experience in preparing, analyzing, and modifying budgets for departments or programs, 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 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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7757

JOB ANNOUNCEMENT

JOB TITLE: CASE MANAGER

SALARY: \$53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE**

7777

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

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: SOLID WASTE CREW LEADER
SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: August 8, 2022

CLOSING DATE: August 19, 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, supervises, directs, and coordinates the activities of the workers engaged in identifying trash sites to collect and sort refuse and other assigned clean up jobs throughout the Tohono O'odham Nation in accordance with the Solid Waste Management Code.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six years of work experience in solid waste operations, 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—

- 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 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.
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