## Weekly Job Summary

**September 5 - September 9, 2022**

- **Executive**
  - 7212 Office of Attorney General  
    Deputy Attorney General  
    Opening Date: 03/07/22  
    Closing Date: 09/09/22  
    FY22 Salary: $171,129.30

- **Gaming**
  - 7558 Legal Counsel, Gaming  
    Opening Date: 04/04/22  
    Closing Date: 09/09/22  
    FY22 Salary: $115,276.93

- **Gaming (Glendale)**
  - 7925 Records Information Systems Technician  
    Opening Date: 07/18/22  
    Closing Date: 09/09/22  
    FY22 Salary: $16,94

- **Gaming (Tucson)**
  - 7845 Assistant Attorney General (CL IV)  
    Opening Date: 08/01/22  
    Closing Date: 09/09/22  
    FY22 Salary: $158,910.54

## General Support Services

- **Human Resources (TON Health Care)**
  - 7829 Human Resources Licensing Analyst  
    Opening Date: 01/10/22  
    Closing Date: 09/09/22  
    FY22 Salary: $22,78

- **Grants and Contracts**
  - 7870 Contract Specialist  
    Opening Date: 05/23/22  
    Closing Date: 09/09/22  
    FY22 Salary: $59,183.07

- **Facility Management**
  - 7826 Senior Accountant  
    Opening Date: 07/11/22  
    Closing Date: 09/09/22  
    FY22 Salary: $72,108.82

## Education

- **Recreation (Menager’s Dam)**
  - 7066 Recreation Aide  
    Opening Date: 08/16/21  
    Closing Date: 09/09/22  
    FY22 Salary: $13.57

- **Early Childhood Headstart (Vaya Chin)**
  - 7020 Bus Driver/Custodian  
    Opening Date: 01/31/22  
    Closing Date: 09/09/22  
    FY22 Salary: $14.61

## Health and Human Services

- **Community Health Services**
  - 7755 Transat Driver (Ak Chin)  
    Opening Date: 03/07/22  
    Closing Date: 09/09/22  
    FY22 Salary: $15.73

- **Behavioral Health**
  - 7882 Purchasing Agent  
    Opening Date: 08/22/22  
    Closing Date: 09/09/22  
    FY22 Salary: $59,183.07

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**Note:**

- CR=Clerical Required  
- CL=Career Ladder  
- TOLR=Tohono O’odham Language Required  
- Equal Employment Opportunity and Indian Preference Employer  
- Page 1 of 3
<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Child Welfare</td>
<td>Case Manager</td>
<td>06/06/22</td>
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<td>Behavioral Health Therapist</td>
<td>Behavioral Health</td>
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<td>Cultural Center &amp; Museum</td>
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<td>Administrative Assistant</td>
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<td>Receptionist</td>
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</table>

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

Equal Employment Opportunity and Indian Preference Employer
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](https://tojc-nsn.gov/about/)

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

### 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

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/](https://tojc-nsn.gov/about/)

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

**San Xavier Cooperative Farm**
*We’re Hiring | San Xavier Co-Op Farm [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

**Chukut Kuk District**

**JOB TITLE:** Receptionist  **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Accounting Clerk  **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Activity Coordinator  **CLOSING DATE:** September 16, 2022

To apply contact the Chukut Kuk District Office at 520-383-2080.

[chukut-kuk office@chukut-kuk.org](mailto:chukut-kuk office@chukut-kuk.org)

**Native SOAR (Student Outreach, Access and Resiliency)**
[https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdipGVlf5SbwPR 28Hbu9i6xZg9x2AXSoobztz1FY4-94DRGul]

For more information, please call 520-626-4727 or email agnesa@arizona.edu

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**CR=Clerical Required  CL=Career Ladder  TOLR=Tohono O`odham Language Required**
JOB ANNOUNCEMENT

JOB TITLE: CHILD CARE SPECIALIST (2 POSITIONS)

SALARY: $13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: September 5, 2022
CLOSING DATE: September 16, 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 & Pisinemo, AZ

POSITION SUMMARY: Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, 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.
- Must possess and maintain a current Food Handler’s card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- 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.
JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DISPATCHER  
SALARY: $16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: September 5, 2022  
CLOSING DATE: September 16, 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: HHS/HEALTH TRANSPORTATION SERVICES  
JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O’odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Must type 30 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- 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 DUl’s 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: TRANSIT DRIVER (2 POSITIONS)

SALARY: $15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: September 5, 2022
CLOSING DATE: September 16, 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: 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—

- 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.
- 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.
- Must submit a 39-month driving record with the employment application.
- 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: September 5, 2022
CLOSING DATE: September 16, 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: San Lucy, AZ & Ak-Chin, 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.
- 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.
- Must submit a 39-month driving record with the employment application.
- 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.