

# 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 November 22 - November 26, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
<b>Executive</b>						
7558	Gaming Office	Legal Counsel, Gaming		08/16/21	12/03/21	\$ 115,276.00
7617	Office of the Treasurer	Office Specialist	CL/CR	11/01/21	11/26/21	\$ 16.94
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	12/03/21	\$ 18.24
<b>Education</b>						
7066	Recreation	Recreation Aide (MD)		08/16/21	11/26/21	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	11/26/21	\$ 23.35
7682	Recreation	Recreation Aide (P)		08/23/21	11/26/21	\$ 13.57
7219	Early Childhood Headstart	Teacher (S)		08/23/21	11/26/21	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	11/26/21	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	11/26/21	\$ 19.65
7767	Early Childhood Headstart	Receptionist		11/01/21	11/26/21	\$ 15.73
<b>General Support Services</b>						
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	11/26/21	\$ 87,857.74
7769	Accounting	Budget Analyst		10/25/21	12/03/21	\$ 59,183.07
7547	Grants and Contracts	Principal Accountant		06/28/21	11/26/21	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	11/26/21	\$ 59,183.07
7756	Accounting	Accounting Manager		11/01/21	11/26/21	\$ 79,594.74
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	11/26/21	\$ 22.78
7357	Accounting	Accounting Clerk	CL/CR	11/15/21	11/26/21	\$ 16.94
7790	Accounting	Principal Accountant		11/15/21	11/26/21	\$ 59,183.07
7794	Department of Information and Technology	Network Administrator NEW	CL	11/22/21	12/03/21	\$ 72,108.82
7795	Department of Information and Technology	Systems Administrator, Senior NEW	NEW	11/22/21	12/03/21	\$ 79,594.74
7796	Department of Information and Technology	Information Technology Project Specialist NEW	NEW	11/22/21	12/03/21	\$ 53,616.99
7797	Department of Information and Technology	Help Desk/Training Supervisor NEW	NEW	11/22/21	12/03/21	\$ 30.64
<b>Health and Human Services</b>						
7263	Community Health	Registered Nurse		11/16/20	11/26/21	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	11/26/21	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	11/26/21	\$ 26.42
7753	Adult Protective Services	Program Manager, Senior		08/16/21	11/26/21	\$ 79,594.74
7746	Management of Health	Office Manager		07/19/21	11/26/21	\$ 53,616.99
7762	Child Welfare	Program Supervisor		10/25/21	12/03/21	\$ 59,183.07
7778	Child Welfare (2 Positions)	Group Home Worker		11/01/21	11/26/21	\$ 16.94
7710	Senior Services	Program Coordinator		11/01/21	11/26/21	\$ 23.35
7786	Health Transportation Services (3 Positions)	Transit Driver (San Lucy, San Xavier, Ak-Chin)		11/15/21	11/26/21	\$ 15.73
7798	Food Distribution Program	Commodity Delivery Worker NEW	NEW	11/22/21	12/03/21	\$ 15.73
<b>Planning</b>						
7765	Realty	Realty Officer		10/05/21	11/26/21	\$ 79,594.74
7781	Real Property Management (2 Positions)	Custodial/Grounds Worker		11/01/21	11/26/21	\$ 13.57
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	11/26/21	\$ 79,594.74
7565	Administration	Project Specialist NEW	NEW	11/22/21	12/03/21	\$ 22.78
<b>Natural Resources</b>						

7422	Livestock	Utility Worker		09/27/21	11/26/21	\$	13.57
7776	Solid Waste Management	Solid Waste Laborer		10/25/21	12/03/21	\$	15.73
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	12/03/21	\$	18.24
7018	Solid Waste Management (2 Positions)	Equipment Operator/Driver	CL	11/01/21	11/26/21	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	11/26/21	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	11/26/21	\$	21.16
<b>Public Safety</b>							
7167	Corrections	Corrections Support Specialist		07/26/21	11/26/21	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	11/26/21	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist	CR	11/01/21	11/26/21	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	11/26/21	\$	19.65
7647	Fire	Firefighter	NEW CL	11/22/21	12/03/21	\$	15.52

**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) (CR)	Open Continuous

## OTHER EMPLOYMENT OPPORTUNITIES

### Tohono O'odham Community College

**JOB TITLE:** Academic Advisor Coordinator **SALARY:** \$44,260

**JOB TITLE:** Administrative Assistant-Student Services/Student Life **SALARY:** \$17.00/hour

**JOB TITLE:** Apprentice Instructor-Electrician **SALARY:** \$55,000

**JOB TITLE:** IT Support Technician I **SALARY:** \$19.50/hour

**JOB TITLE:** Academic Dean **SALARY:** \$77,000

**JOB TITLE:** Bookstore Supervisor **SALARY:** \$20.00/hour

**JOB TITLE:** Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly

For more information on the vacant positions contact [mwidener@tocc.edu](mailto:mwidener@tocc.edu) or visit the link below for online application

[TOHONO O ODHAM COMMUNITY COLLEGE Jobs](#)

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029

### CDFI

**JOB TITLE:** Loan Clerk **SALARY:** DOE **CLOSING DATE:** Open Until Filled

To apply contact CDFI-Phone: 520-383-0790 Email: [cdfi.ton@tousa.net](mailto:cdfi.ton@tousa.net)

### Tohono O'odham Ki:Ki Association

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

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

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

[employment@tokahousing.org](mailto:employment@tokahousing.org)

### Arizona Sonora Desert Museum

**JOB TITLE:** Purchasing/Warehouse (Temporary/16 Hours/Week) - Salary: \$15.00/hour - Closing Date: Open Until Filled

To apply visit Arizona Sonora Desert Museum website.

[https://www.appone.com/MainInfoReq.asp?R\\_ID=4120321](https://www.appone.com/MainInfoReq.asp?R_ID=4120321)



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

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7794

## JOB ANNOUNCEMENT

**JOB TITLE:** NETWORK ADMINISTRATOR  
**SALARY:** \$72,108.82\* PER ANNUM, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

*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 level Network Administrator is met.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** GSS/DEPT. OF INFORMATION AND TECHNOLOGY

**JOB LOCATION:** Sells/Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, administers and maintains all network and communication infrastructure equipment and software. Provide development, coordination, maintenance and utilization of a computerized case record and office automation system.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Management Information System, Computer Science High School, or related field.
- Two years of experience in network administration, records management, system set-up, operations and maintenance.
- Or any combination of education from an accredited college or university in a related field and/or directly related experience at this level (6 years) in this occupation may substitute for the required education and experience.

—AND—

- Cisco Network Administrator Certification.
- Must be able to pass criminal background and fingerprint check, with NO prior convictions of any felonies.
- 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**



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7795

## JOB ANNOUNCEMENT

**JOB TITLE:** SYSTEMS ADMINISTRATOR, SENIOR

**SALARY:** \$79,594.74 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

*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/DEPT. OF INFORMATION AND TECHNOLOGY

**JOB LOCATION:** Sells/Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, develops and administers system and information ownership, information and data classification guidelines, and standards and procedures. Responsible for the protection of the Nation's assets and information which are processed by or stored in the Nation's computerized information systems.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or related field and four years' work experience in system administration, computer operations, system networks, 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—

- Upon recommendation for hire a criminal background 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.

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7796

## JOB ANNOUNCEMENT

**JOB TITLE:** INFORMATION TECHNOLOGY PROJECT SPECIALIST

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

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

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**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** GSS/DEPT. OF INFORMATION AND TECHNOLOGY

**JOB LOCATION:** Sells/Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, develops, coordinates, and implements all tasks that relate to a specific information technology projects.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Cost Accounting, Computer Science or closely related field, and one year work experience in project management to include experience with project tracking and hands-on experience in successfully managing and executing cross-functional strategic projects, 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 fingerprint 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.

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**7797**

## **JOB ANNOUNCEMENT**

**JOB TITLE:** HELP DESK/TRAINING SUPERVISOR

**SALARY:** \$30.64 PER HOUR, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

*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/DEPT. OF INFORMATION AND TECHNOLOGY

**JOB LOCATION:** Sells/Tucson, AZ

**POSITION SUMMARY:** Under limited supervision, plans, develops, and coordinates computer-related training, educational, and development programs; and coordinates and supervises help desk activities.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Education, Business, Sociology, Psychology or a related field; and two years work experience in training and/or development planning and programming processes; or six years work experience in training and/or development planning and programming processes; 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.
- 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.

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7798

## JOB ANNOUNCEMENT

**JOB TITLE:** COMMODITY DELIVERY WORKER

**SALARY:** \$15.73 PER HOUR, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

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**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** HHS/FOOD DISTRIBUTION PROGRAM

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, receives, stores, and delivers United States Department of Agriculture (USDA) commodities to low income families for the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in warehouse or inventory field.

—AND—

- 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.

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7565

## JOB ANNOUNCEMENT

**JOB TITLE:** PROJECT SPECIALIST  
**SALARY:** \$22.78 PER HOUR, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

*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:** PED/ADMINISTRATION

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, performs specialized planning, community development, and project development tasks; assists in the development and preparation of costs estimates for district activities and projects.

**SCOPE OF WORK:** To provide technical assistant, project development services, building inspections, facilities engineering and oversee Roads Program projects for the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years' work experience in project management and building construction, or equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint 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.

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7647

## JOB ANNOUNCEMENT

**JOB TITLE:** FIREFIGHTER

**SALARY:** \$15.52\* - 24 HOUR SHIFT RATE, PLUS BENEFITS

**OPENING DATE:** November 22, 2021

**CLOSING DATE:** December 3, 2021

*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 level Firefighter is met.*

**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 be certified as a Firefighter II (NFPA 1001 Standards)/EMT-B or higher.
- Must have a valid Healthcare Provider or equivalent Cardio Pulmonary Resuscitation (CPR) certification.
- Must pass a medical examination.
- External Applicant: Must pass a physical agility test, medical examination, and a written examination with a score of 70% or higher, based on the IFSTA Essentials of Firefighting 4<sup>th</sup> Edition Study Guide.
- Upon recommendation for hire a criminal background 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.
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