

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 29 - December 03, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
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	12/10/21	\$ 16.94
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	12/03/21	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager	NEW	11/29/21	12/10/21	\$ 101,887.97
Education						
7066	Recreation	Recreation Aide (MD)		08/16/21	12/10/21	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	12/10/21	\$ 23.35
7682	Recreation	Recreation Aide (P)		08/23/21	12/10/21	\$ 13.57
7219	Early Childhood Headstart	Teacher (S)		08/23/21	12/10/21	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	12/10/21	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	12/10/21	\$ 19.65
7767	Early Childhood Headstart	Receptionist		11/01/21	12/10/21	\$ 15.73
General Support Services						
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	12/10/21	\$ 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	12/10/21	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	12/10/21	\$ 59,183.07
7756	Accounting	Accounting Manager		11/01/21	12/10/21	\$ 79,594.74
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	12/10/21	\$ 22.78
7357	Accounting	Accounting Clerk	CL/CR	11/15/21	12/10/21	\$ 16.94
7790	Accounting	Principal Accountant		11/15/21	12/10/21	\$ 59,183.07
7794	Department of Information and Technology	Network Administrator	CL	11/22/21	12/03/21	\$ 72,108.82
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	12/03/21	\$ 79,594.74
7796	Department of Information and Technology	Information Technology Project Specialist		11/22/21	12/03/21	\$ 53,616.99
7797	Department of Information and Technology	Help Desk/Training Supervisor		11/22/21	12/03/21	\$ 30.64
Health and Human Services						
7263	Community Health	Registered Nurse		11/16/20	12/10/21	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	12/10/21	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	12/10/21	\$ 26.42
7753	Adult Protective Services	Program Manager, Senior		08/16/21	12/10/21	\$ 79,594.74
7746	Management of Health	Office Manager		07/19/21	12/10/21	\$ 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	12/10/21	\$ 16.94
7710	Senior Services	Program Coordinator		11/01/21	12/10/21	\$ 23.35
7786	Health Transportation Services (3 Positions)	Transit Driver (San Lucy, San Xavier, Ak-Chin)		11/15/21	12/10/21	\$ 15.73
7798	Food Distribution Program	Commodity Delivery Worker		11/22/21	12/03/21	\$ 15.73
Planning						
7765	Realty	Realty Officer		10/05/21	12/10/21	\$ 79,594.74
7781	Real Property Management (2 Positions)	Custodial/Grounds Worker		11/01/21	12/10/21	\$ 13.57
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	12/10/21	\$ 79,594.74

7565	Administration	Project Specialist		11/22/21	12/03/21	\$	22.78
Natural Resources							
7422	Livestock	Utility Worker		09/27/21	12/10/21	\$	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	12/10/21	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	12/10/21	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	12/10/21	\$	21.16
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	12/10/21	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	12/10/21	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist	CR	11/01/21	12/10/21	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	12/10/21	\$	19.65
7647	Fire	Firefighter	CL	11/22/21	12/03/21	\$	15.52
7378	Environmental Protection Office	Office Specialist	Re-Ad CL/CR	11/29/21	12/10/21	\$	16.94

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

DEPARTMENT	POSITION(S)	CLOSING DATE
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 or visit the link below for online application

[TOHONO O ODHAM COMMUNITY COLLE 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@toua.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

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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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7799

JOB ANNOUNCEMENT

JOB TITLE: INTERNAL AUDIT MANAGER
SALARY: \$101,887.97 PER ANNUM, PLUS BENEFITS

OPENING DATE: November 29, 2021

CLOSING DATE: December 10, 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/OFFICE OF THE TREASURER

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Manages and directs oversight and administration of the Tohono O'odham Nation's Transaction Privilege Tax Code and applicable business license code, including financial audits, compliance and departmental operational audits. Supervises the internal audit compliance team.

SCOPE OF WORK: This position leads audits to ensure compliance with policies, procedures and regulatory business requirements pertaining to Transaction Privilege Tax Code and applicable license code for all business and governmental operations. This position will report to the Treasurer of the Nation.

MINIMUM QUALIFICATIONS:

- Bachelors in Finance, Accounting or closely related field.
- Four years progressive work experience in internal auditing, business tax and licensing of tax records and 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—

- CPA or CIA preferred and/or be certified within Five years 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 Arizona 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.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7378

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: November 29, 2021

CLOSING DATE: December 10, 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 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: DPS/ENVIRONMENTAL PROTECTION OFFICE

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: Responsible for the protection and preserve of the Nation's lands, airs, its ecological systems and resources through monitoring, regulatory enforcement, education, and training.

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 50% proficiency in grammar, spelling and math.
- 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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