

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 January 18 - January 21, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	01/28/22	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	01/21/22	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	01/21/22	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator CORRECTION	CR	12/06/21	01/21/22	\$ 22.78
7811	Gaming (Tucson)	Gaming Inspector	CR	12/06/21	01/28/22	\$ 22.23
7527	Office of Attorney General (2 Positions)	Assistant Attorney General (CL-IV)	CL	12/13/21	01/21/22	\$ 158,910.54
7822	Office of the Prosecutor	Office Specialist	CL/CR	12/13/21	01/21/22	\$ 16.94
7558	Gaming (Glendale/Tucson)	Legal Counsel, Gaming		01/03/22	02/11/22	\$ 115,276.93
7284	Office of the Treasurer	Cashier II		01/10/22	01/21/22	\$ 18.24
7359	Gaming (Glendale)	Gaming License Investigator NEW	CR	01/18/22	01/28/22	\$ 22.78
7720	Office of Attorney General	Legal Secretary NEW	CL/CR	01/18/22	01/28/22	\$ 21.16
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	01/21/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	01/21/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	01/21/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	01/21/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	01/21/22	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	01/28/22	\$ 21.16
7526	Recreation (Pisinemo)	Maintenance Technician		12/06/21	01/28/22	\$ 19.65
7067	Recreation (Sells)	Recreation Aide		12/06/21	01/28/22	\$ 13.57
7602	Recreation (Sells)	Recreation Program Coordinator		12/20/21	01/28/22	\$ 53,616.99
General Support Services						
7547	Grants and Contracts	Principal Accountant		06/28/21	01/21/22	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	01/21/22	\$ 59,183.07
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	01/21/22	\$ 22.78
7790	Accounting	Principal Accountant		11/15/21	01/21/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	01/28/22	\$ 79,594.74
7819	Facility Management	Custodial/Grounds Worker		12/13/21	01/21/22	\$ 13.57
7824	Grants and Contracts	Accounting Clerk		12/20/21	01/28/22	\$ 16.94
7825	Grants and Contracts	Principal Accountant		12/20/21	01/28/22	\$ 59,183.07
7826	Grants and Contracts	Senior Accountant		12/20/21	01/28/22	\$ 72,108.82
7830	Facility Management	Custodial/Grounds Worker		01/10/22	01/21/22	\$ 13.57
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	01/21/22	\$ 22.78
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	01/21/22	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	01/21/22	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	01/21/22	\$ 26.42
7762	Child Welfare	Program Supervisor		10/25/21	01/28/22	\$ 59,183.07
7798	Food Distribution Program	Commodity Delivery Worker		11/22/21	01/28/22	\$ 15.73
7658	Management of Health	Director of Health and Human Services		12/06/21	01/28/22	\$ 104,435.14

7807	Senior Services	Cook Aide		12/06/21	01/28/22	\$	14.61
7808	Child Welfare	Transit Driver		12/06/21	01/28/22	\$	15.73
7809	Community Health Services	Office Specialist	CL/CR	12/06/21	01/28/22	\$	16.94
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	01/28/22	\$	15.73
7815	Community Health Services	Certified Nurses Assistant		12/06/21	01/28/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	01/28/22	\$	59,183.07
7503	Health Transportation Services	Transit Driver (San Simon)		12/13/21	01/21/22	\$	15.73
7833	Healthy O'odham Promotion Program (2 Positions)	Health Education Specialist NEW	CL	01/18/22	01/28/22	\$	24.54
Planning							
7765	Realty	Realty Officer		10/05/21	01/21/22	\$	79,594.74
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	01/21/22	\$	79,594.74
7565	Administration	Project Specialist		11/22/21	01/28/22	\$	22.78
Natural Resources							
7422	Livestock	Utility Worker		09/27/21	01/21/22	\$	13.57
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	01/28/22	\$	18.24
7018	Solid Waste Management (2 Positions)	Equipment Operator/Driver	CL	11/01/21	01/21/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	01/21/22	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	01/21/22	\$	21.16
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	01/21/22	\$	59,183.07
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	01/21/22	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	01/21/22	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	01/21/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	01/21/22	\$	19.65
7647	Fire	Firefighter	CL	11/22/21	01/28/22	\$	15.52
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	01/21/22	\$	16.94
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	01/28/22	\$	28.45

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

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

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

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

JOB TITLE: Dean of Student Services **SALARY:** \$77,000

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

JOB TITLE: Administrative Assistant-Finance **SALARY:** \$17.00/hour

JOB TITLE: Language Specialist **SALARY:** \$18.27/hour

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

JOB TITLE: Culinary Arts Chef **SALARY:** \$53,000

JOB TITLE: Restaurant Manager Instructor **SALARY:** \$60,000

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

tocc.edu

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) 383-8401 ext. 49 - **Fax:** (520) 383-0029

Tohono O'odham Ki:Ki Association

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

JOB TITLE: Survey Field Staff Member (Part-Time/Temporary) **SALARY:** \$14.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Cashier/Data Entry Clerk **SALARY:** \$18.05/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

JOB TITLE: Journeyman Plumber **SALARY:** \$28.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

<http://www.tokahousing.org/>

Gu Achi District

JOB TITLE: Accounting Clerk **SALARY:** \$17.18/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Laborer (2 Positions) **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

Sells District

JOB TITLE: District Treasurer **SALARY:** \$50,878.12 **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Occasional Appointments (On an as needed basis/M-Th, 8-5 - **SALARY:** \$12.15/hour - **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

Freeport-McMoRan

JOB TITLE: Laborer II (Req. ID: 47569)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Electrical Engineer I (Req. ID 59645)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Tailings Dam Operator I (Req. ID 51286)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Hydromet Operator I (Req. ID 56103)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Senior Electrical Engineer (Req. ID 61346)/Engineering Services **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Metallurgist II-Sierrita (Req. ID 60864)/Scientific Services **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Mill Maintenance Helper (Req. ID 58705)/Maintenance **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Planner I-Crush/Convey (Req. ID 57923)/Admin Support **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Supervisor Mill (Req. ID 57883)/Operations **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Warehouse Technician II (Req. ID 52663)/Supply Chain **CLOSING DATE:** OPEN UNTIL FILLED

Employment opportunities at Sierrita/Green Valley locations.

<https://jobs.fcx.com/>



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

7805
7806

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE INVESTIGATOR (2 Positions)

SALARY: \$22.78 PER HOUR, PLUS BENEFITS

OPENING DATE: December 6, 2021

CLOSING DATE: January 21, 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. **Clerical test required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, conducts comprehensive background investigations on all potential and current employees, principal owners, current vendors and contractors working for the Nation's gaming enterprises. Ensures compliance with Tribal-State Compact and Appendices Gaming Ordinance, Regulations, and Minimum Internal Control Standards (MICS) of the Tohono O'odham Nation, the Indian Gaming Regulatory Act (IGRA) and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration, Criminal Justice or closely related field and four years work experience in gaming or investigations; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies 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.



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7359

JOB ANNOUNCEMENT

JOB TITLE: GAMING LICENSE INVESTIGATOR

SALARY: \$22.78 PER HOUR, PLUS BENEFITS

OPENING DATE: January 18, 2022

CLOSING DATE: January 28, 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 test required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXECUTIVE/GAMING

JOB LOCATION: Glendale, AZ

POSITION SUMMARY: Under general supervision, conducts comprehensive background investigations on all potential and current employees, principal owners, current vendors and contractors working for the Nation's gaming enterprises. Ensures compliance with Tribal-State Compact and Appendices Gaming Ordinance, Regulations, and Minimum Internal Control Standards (MICS) of the Tohono O'odham Nation, the Indian Gaming Regulatory Act (IGRA) and the National Indian Gaming Commission (NIGC).

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration, Criminal Justice or closely related field and four years work experience in gaming or investigations; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies 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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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7720

JOB ANNOUNCEMENT

JOB TITLE: LEGAL SECRETARY
SALARY: \$21.16* PER HOUR, PLUS BENEFITS

OPENING DATE: January 18, 2022

CLOSING DATE: January 28, 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 level Legal Secretary is met. Clerical testing is required to determine appropriate career ladder level.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: EXEC/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, enhances legal staff or attorney's effectiveness by performing a variety of administrative duties and tasks.

SCOPE OF WORK: Provide legal advice and representation to all officials, agencies, departments, divisions and branches of the Nation's government.

MINIMUM QUALIFICATIONS:

- Associates Degree in Office Management, Paralegal or closely related field and two years' experience as a legal secretary; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 50 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.
- 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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7833
7834

JOB ANNOUNCEMENT

JOB TITLE: HEALTH EDUCATION SPECIALIST (2 Positions)

SALARY: \$24.54* PER HOUR, PLUS BENEFITS

OPENING DATE: January 18, 2022

CLOSING DATE: January 28, 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 level Health Education Specialist is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: HHS/HEALTHY O'ODHAM PROMOTION PROGRAM **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under general supervision, promotes healthy lifestyles by providing fitness, exercise, and nutrition education and programs to the members of the Tohono O'odham Nation. Promotes good health by planning and coordinating activities on nutrition education and awareness, provides counseling and follow-up on eligible clients.

SCOPE OF WORK: To provide comprehensive services in order to achieve an improved state of physical, emotional, mental and spiritual well-being.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Health Education or closely related field, and three years' work experience in a health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid.
- Must possess Basic Trainer, Physical Fitness and Nutrition Certifications.
- Must possess and maintain a Food Handler's Card.
- Must be a certified HIPAA or obtain a HIPAA Certification within one year 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.

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The Tohono O'odham Nation is an Alcohol/Drug Free Work Place