

# 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 31 - February 4, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
<b>Executive</b>						
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		11/08/21	02/11/22	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	02/04/22	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	02/04/22	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	12/06/21	02/04/22	\$ 22.78
7527	Office of Attorney General (2 Positions)	Assistant Attorney General (CL-IV)	CL	12/13/21	02/04/22	\$ 158,910.54
7822	Office of the Prosecutor	Office Specialist	CL/CR	12/13/21	02/04/22	\$ 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	02/04/22	\$ 18.24
7359	Gaming (Glendale)	Gaming License Investigator	CR	01/18/22	02/11/22	\$ 22.78
7720	Office of Attorney General	Legal Secretary	CL/CR	01/18/22	02/11/22	\$ 21.16
<b>Education</b>						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	02/04/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	02/04/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	02/04/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	02/04/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	02/04/22	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	02/11/22	\$ 21.16
7067	Recreation (Sells)	Recreation Aide		12/06/21	02/11/22	\$ 13.57
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)	NEW	01/31/22	02/11/22	\$ 15.73
7587	Recreation	Recreation Operations Manager	RE-AD	01/31/22	02/11/22	\$ 79,594.74
<b>General Support Services</b>						
7547	Grants and Contracts	Principal Accountant	REVISED	06/28/21	02/04/22	\$ 59,183.07
7439	Accounting	Principal Accountant	REVISED	07/26/21	02/04/22	\$ 59,183.07
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	02/04/22	\$ 22.78
7790	Accounting	Principal Accountant	REVISED	11/15/21	02/04/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	02/11/22	\$ 79,594.74
7819	Facility Management	Custodial/Grounds Worker		12/13/21	02/04/22	\$ 13.57
7824	Grants and Contracts	Accounting Clerk		12/20/21	02/11/22	\$ 16.94
7825	Grants and Contracts	Principal Accountant	REVISED	12/20/21	02/11/22	\$ 59,183.07
7826	Grants and Contracts	Senior Accountant		12/20/21	02/11/22	\$ 72,108.82
7830	Facility Management	Custodial/Grounds Worker		01/10/22	02/04/22	\$ 13.57
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	02/04/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	02/04/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	02/04/22	\$ 28.45
<b>Health and Human Services</b>						
7263	Community Health Services	Registered Nurse		11/16/20	02/04/22	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	02/04/22	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	02/04/22	\$ 26.42
7762	Child Welfare	Program Supervisor		10/25/21	02/11/22	\$ 59,183.07
7798	Food Distribution Program	Commodity Delivery Worker		11/22/21	02/11/22	\$ 15.73
7658	Management of Health	Director of Health and Human Services		12/06/21	02/11/22	\$ 104,435.14

7807	Senior Services	Cook Aide		12/06/21	02/11/22	\$	14.61
7808	Child Welfare	Transit Driver		12/06/21	02/11/22	\$	15.73
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	02/11/22	\$	15.73
7815	Community Health Services	Certified Nurses Assistant		12/06/21	02/11/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	02/11/22	\$	59,183.07
7503	Health Transportation Services	Transit Driver (San Simon)		12/13/21	02/04/22	\$	15.73
7833	Healthy O'odham Promotion Program (2 Positions)	Health Education Specialist	CL	01/18/22	02/11/22	\$	24.54
7779	Child Welfare	Group Home Worker		01/24/22	02/04/22	\$	16.94
<b>Planning</b>							
7765	Realty	Realty Officer		10/05/21	02/04/22	\$	79,594.74
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	02/04/22	\$	79,594.74
7565	Administration	Project Specialist		11/22/21	02/11/22	\$	22.78
<b>Natural Resources</b>							
7422	Livestock	Utility Worker		09/27/21	02/04/22	\$	13.57
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	02/11/22	\$	18.24
7018	Solid Waste Management (2 Positions)	Equipment Operator/Driver	CL	11/01/21	02/04/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	02/04/22	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	02/04/22	\$	21.16
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	02/04/22	\$	59,183.07
<b>Public Safety</b>							
7167	Corrections	Corrections Support Specialist		07/26/21	02/04/22	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	02/04/22	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	02/04/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	02/04/22	\$	19.65
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	02/04/22	\$	16.94
<b>Water Resources</b>							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	02/11/22	\$	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:** 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:** Culinary Arts Chef **SALARY:** \$53,000  
**JOB TITLE:** Restaurant Manager Instructor **SALARY:** \$60,000  
**JOB TITLE:** Academic Advisor Coordinator **SALARY:** \$44,260  
**JOB TITLE:** Bookstore Supervisor **SALARY:** \$20.00/hour  
**JOB TITLE:** Tohono O'odham Language and Culture Instructor **SALARY:** \$47,701

[tocc.edu](http://tocc.edu)

To apply please visit link above. Please submit complete application packet to Mickie Widener at

[mwidener@tocc.edu](mailto: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  
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](mailto: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:** 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:** Planner I-Crush/Convey (Req. ID 57923)/Admin Support **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/>

### 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



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

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

7020

## JOB ANNOUNCEMENT

**JOB TITLE:** BUS DRIVER/CUSTODIAN  
**SALARY:** \$15.73 PER HOUR, PLUS BENEFITS

**OPENING DATE:** January 31, 2022

**CLOSING DATE:** February 11, 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:** EDUCATION/EARLY CHILDHOOD

**JOB LOCATION:** Vaya Chin, AZ

**POSITION SUMMARY:** Under close supervision, provides safe transportation of children to and from early childhood centers and designated school activities. Performs custodial duties for the early childhood centers; provides a clean, orderly and safe learning environment.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and six months work experience in driving transportation vehicles and some experience in custodial services, 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.
- Current Food Handler's card required—may be obtained within the first six months of hire.
- Must satisfy health requirements as defined by the federal program standards.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid Commercial Driver's License (CDL) (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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**7587**

**JOB ANNOUNCEMENT**

**JOB TITLE:** RECREATION OPERATIONS MANAGER

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

**OPENING DATE:** January 31, 2022

**CLOSING DATE:** February 11, 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:** EDUCATION/RECREATION

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general direction, accomplishes the program's objectives by leading the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program of a sizeable and complex magnitude.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Parks and Recreations Management, Business Administration or closely related field and four year's senior management experience in program and/or grant administration, 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.
- 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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7547

## JOB ANNOUNCEMENT

**REVISED**

**JOB TITLE:** PRINCIPAL ACCOUNTANT  
**SALARY:** \$59,183.07 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** June 28, 2021

**CLOSING DATE:** February 04, 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/Grants and Contracts

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

**SCOPE OF WORK:** Monitor and oversee the Nation's Grants and Contracts office assisting with Financial management, acts of clearing house for all Grants and Contracts activities.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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 check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses 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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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

7439

## JOB ANNOUNCEMENT

**JOB TITLE:** PRINCIPAL ACCOUNTANT

**SALARY:** \$59,183.07, PLUS BENEFITS

**OPENING DATE:** July 26, 2021

**CLOSING DATE:** February 04, 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/Accounting

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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 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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7790

## JOB ANNOUNCEMENT

**JOB TITLE:** PRINCIPAL ACCOUNTANT

**SALARY:** \$59,183.07 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** November 15, 2021

**CLOSING DATE:** February 04, 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/ACCOUNTING

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

**SCOPE OF WORK:** To provide financial services for the Tohono O'odham Nation, Tohono O'odham Nation Healthcare and certain districts.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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 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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7825

## JOB ANNOUNCEMENT

**JOB TITLE:** PRINCIPAL ACCOUNTANT

**SALARY:** \$59,183.07 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** December 20, 2021

**CLOSING DATE:** February 11, 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/GRANTS AND CONTRACTS

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs complex work of considerable difficulty in accounting and financial analysis. Responsibilities include the management and supervision of assigned staff.

**SCOPE OF WORK:** Monitor and oversees the Nation's grants and contracts and assists accounting with financial management.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field, and two years professional experience in accounting or financial management, 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 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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