

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 February 14 - February 18, 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	02/25/22	\$ 18.24
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	02/18/22	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	02/18/22	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	12/06/21	02/18/22	\$ 22.78
7822	Office of the Prosecutor	Office Specialist	CL/CR	12/13/21	02/18/22	\$ 16.94
7558	Gaming (Glendale/Tucson)	Legal Counsel, Gaming		01/03/22	02/25/22	\$ 115,276.93
7284	Office of the Treasurer	Cashier II		01/10/22	02/18/22	\$ 18.24
7359	Gaming (Glendale)	Gaming License Investigator	CR	01/18/22	02/25/22	\$ 22.78
7720	Office of Attorney General	Legal Secretary	CL/CR	01/18/22	02/25/22	\$ 21.16
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	02/18/22	\$ 94,613.17
7845	Office of Attorney General	Assistant Attorney General (CL-IV Health) NEW	CL	02/14/22	02/25/22	\$ 158,910.54
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	02/18/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	02/18/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	02/18/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	02/18/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	02/18/22	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	02/25/22	\$ 21.16
7067	Recreation (Sells)	Recreation Aide		12/06/21	02/25/22	\$ 13.57
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	02/25/22	\$ 15.73
7587	Recreation	Recreation Operations Manager		01/31/22	02/25/22	\$ 79,594.74
7645	Education Assistance Program (Tucson)	Education Assistance Specialist		02/07/22	02/18/22	\$ 18.24
7841	Early Childhood Headstart	Office Specialist	CL/CR	02/07/22	02/18/22	\$ 16.94
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	02/18/22	\$ 13.57
7838	Early Childhood Headstart (2 Positions)	Child Care Specialist (SX)		02/07/22	02/18/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)	NEW	02/14/22	02/25/22	\$ 13.57
7697	One Stop	Career and Employment Specialist	NEW	02/14/22	03/04/22	\$ 21.16
7623	Recreation (Menagers Dam)	Custodial/Grounds Worker	NEW	02/14/22	02/25/22	\$ 13.57
General Support Services						
7547	Grants and Contracts	Principal Accountant		06/28/21	02/18/22	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	02/18/22	\$ 59,183.07
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	02/18/22	\$ 22.78
7790	Accounting	Principal Accountant		11/15/21	02/18/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	02/25/22	\$ 79,594.74
7819	Facility Management	Custodial/Grounds Worker		12/13/21	02/18/22	\$ 13.57
7824	Grants and Contracts	Accounting Clerk		12/20/21	02/25/22	\$ 16.94
7825	Grants and Contracts	Principal Accountant		12/20/21	02/25/22	\$ 59,183.07
7826	Grants and Contracts	Senior Accountant		12/20/21	02/25/22	\$ 72,108.82
7830	Facility Management	Custodial/Grounds Worker		01/10/22	02/18/22	\$ 13.57
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	02/18/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	02/18/22	\$ 87,857.74

7836	Human Resources	Human Resources Analyst		01/24/22	02/18/22	\$	28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	02/18/22	\$	22.78
Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	02/18/22	\$	33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	02/18/22	\$	23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	02/18/22	\$	26.42
7762	Child Welfare	Program Supervisor		10/25/21	02/25/22	\$	59,183.07
7658	Management of Health	Director of Health and Human Services		12/06/21	02/25/22	\$	104,435.14
7807	Senior Services	Cook Aide		12/06/21	02/25/22	\$	14.61
7808	Child Welfare	Transit Driver		12/06/21	02/25/22	\$	15.73
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	02/25/22	\$	15.73
7815	Community Health Services	Certified Nurses Assistant		12/06/21	02/25/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	02/25/22	\$	59,183.07
7503	Health Transportation Services	Transit Driver (San Simon)		12/13/21	02/18/22	\$	15.73
7833	Healthy O'odham Promotion Program (2 Positions)	Health Education Specialist	CL	01/18/22	02/25/22	\$	24.54
7779	Child Welfare	Group Home Worker		01/24/22	02/18/22	\$	16.94
7707	Child Welfare (2 Positions)	Case Manager		02/07/22	02/18/22	\$	53,616.99
Planning							
7765	Realty	Realty Officer		10/05/21	02/18/22	\$	79,594.74
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	02/18/22	\$	79,594.74
7565	Administration	Project Specialist		11/22/21	02/25/22	\$	22.78
Natural Resources							
7422	Livestock	Utility Worker		09/27/21	02/18/22	\$	13.57
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	02/25/22	\$	18.24
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	02/18/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	02/18/22	\$	22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	02/18/22	\$	21.16
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	02/18/22	\$	59,183.07
7842	Veterinary Program	Veterinarian	NEW	02/14/22	02/25/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician	NEW	02/14/22	02/25/22	\$	19.65
7844	Veterinary Program	Administrative Assistant	NEW CR	02/14/22	02/25/22	\$	18.24
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	02/18/22	\$	18.24
7751	Law Enforcement	Cook, Senior		08/16/21	02/18/22	\$	16.94
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	02/18/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	02/18/22	\$	19.65
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	02/18/22	\$	16.94
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	02/25/22	\$	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 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Dean of Student Services **SALARY:** \$77,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** \$13.09 - \$21.25 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Finance **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Language Specialist **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Culinary Arts Chef **SALARY:** \$53,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Academic Advisor Coordinator **SALARY:** \$44,260 **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Tohono O'odham Language and Culture Instructor **SALARY:** \$47,701 **CLOSING DATE:** OPEN UNTIL FILLED

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: Custodian **SALARY:** \$16.09/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

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

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: 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

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

Arizona Sonora Desert Museum

JOB TITLE: Docent Coordinator **SALARY:** \$39,500 to \$41,500/DOE **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Maintenance Technician **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264

https://www.appone.com/MainInfoReq.asp?R_ID=4343811



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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7845

JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT ATTORNEY GENERAL CL-IV HEALTH

SALARY: \$158,910.54* PER ANNUM, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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 Assistant Attorney General (CL-IV Health) is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: GSS/OFFICE OF ATTORNEY GENERAL

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides legal advice and representation to all officials, agencies, departments, divisions and branches of the Tohono O'odham Nation (Nation) on health related issues. Represents the Nation in all legal proceedings, and in other matters that affect the legal interests of the Nation. This is a senior level attorney position handling an independent workload.

MINIMUM QUALIFICATIONS:

- Juris Doctor and eight years progressively responsible experience in the legal profession, including experience in health law.

—AND—

- Member of the Arizona State Bar.
- 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.

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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7094

JOB ANNOUNCEMENT

JOB TITLE: CHILD CARE SPECIALIST
SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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: Santa Rosa, 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.
- 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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7697

JOB ANNOUNCEMENT

JOB TITLE: CAREER AND EMPLOYMENT SPECIALIST

SALARY: \$21.16 PER HOUR, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: March 4, 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/ONE STOP

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, assists youth and adults of the Tohono O'odham Nation in accessing services and resources for job training and employment; determines employers' needs and present opportunities available for job placement for clients; provides assistance to clients with all barriers to employment and coordinates efforts with the employers; conducts community resource mapping; and develops opportunities for permanent placement as well as work experience goals.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Public Administration, Social Worker, or closely related field and two years work experience in a job counseling/employment field, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must be Arizona Workforce Connection Certified within six months of hire.
- Must complete Case Management Training within nine months 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.

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7623

JOB ANNOUNCEMENT

JOB TITLE: CUSTODIAL/GROUNDS WORKER

SALARY: \$13.57 PER HOUR, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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/RECREATION

JOB LOCATION: Menagers Dam, AZ

POSITION SUMMARY: Under general supervision, provides a safe and clean environment for the employees by performing custodial and grounds services to the offices of the Tohono O'odham Nation.

SCOPE OF WORK: To provide Recreation Services to the members of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in custodial services.

—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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7842

JOB ANNOUNCEMENT

JOB TITLE: VETERINARIAN

SALARY: \$99,402.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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: NR/VETERINARY PROGRAM

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, the Veterinarian will provide clinical and administrative veterinary support to the Tohono O'odham Nation. The Veterinarian will have geographic responsibility for the full range of disease diagnosis, control and eradication and animal health and care activities within the Tohono O'odham Nation and southern Arizona.

MINIMUM QUALIFICATIONS:

- Doctor of Veterinary Medicine degree or equivalent degree at a school approved or accredited by (a) the American Veterinary Medical Association (AVMA), (b) a State department of education, or (c) a State Board of Veterinary Medical Examiners.
- Three year's work experience directly related to the duties and responsibilities specified, 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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7843

JOB ANNOUNCEMENT

JOB TITLE: VETERINARIAN TECHNICIAN

SALARY: \$19.65 PER HOUR, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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: NR/VETERINARY PROGRAM

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides clinical and administrative veterinary support to the Veterinarian; assists the Veterinarian with disease diagnosis, control and eradication, and animal health care activities.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Veterinary Science, and three years' work experience directly related to the duties and responsibilities specified, 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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P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

7844

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: February 14, 2022

CLOSING DATE: February 25, 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: NR/VETERINARY PROGRAM

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: Provide clerical and administrative duties and have direct communication from the program to the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, 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 60% 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.

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.