

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 21 - February 25, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	03/04/22	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	03/04/22	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	12/06/21	03/04/22	\$ 22.78
7822	Office of the Prosecutor	Office Specialist	CL/CR	12/13/21	03/04/22	\$ 16.94
7558	Gaming (Glendale/Tucson)	Legal Counsel, Gaming		01/03/22	02/25/22	\$ 115,276.93
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	03/04/22	\$ 94,613.17
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	03/04/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	03/04/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	03/04/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	03/04/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	03/04/22	\$ 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	03/04/22	\$ 18.24
7841	Early Childhood Headstart	Office Specialist	CL/CR	02/07/22	03/04/22	\$ 16.94
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	03/04/22	\$ 13.57
7838	Early Childhood Headstart (2 Positions)	Child Care Specialist (SX)		02/07/22	03/04/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	02/25/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	03/04/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	02/25/22	\$ 13.57
General Support Services						
7547	Grants and Contracts	Principal Accountant		06/28/21	03/04/22	\$ 59,183.07
7439	Accounting	Principal Accountant		07/26/21	03/04/22	\$ 59,183.07
7783	Human Resources	Human Resources Licensing Analyst		11/01/21	03/04/22	\$ 22.78
7790	Accounting	Principal Accountant		11/15/21	03/04/22	\$ 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	03/04/22	\$ 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	03/04/22	\$ 13.57
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	03/04/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	03/04/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	03/04/22	\$ 28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	03/04/22	\$ 22.78

7847	Human Resources	Claims Analyst	NEW	02/21/22	03/04/22	\$ 59,183.07
7357	Accounting	Accounting Clerk	RE-AD	02/21/22	03/04/22	\$ 16.94
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	03/04/22	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	03/04/22	\$ 23.35
7742	Adult Protective Services	Human Services Investigator		08/16/21	03/04/22	\$ 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	03/04/22	\$ 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	03/04/22	\$ 16.94
7707	Child Welfare	Case Manager		02/07/22	03/04/22	\$ 53,616.99
7800	Child Welfare	Human Services Investigator	RE-AD	02/21/22	03/04/22	\$ 26.42
Planning						
7765	Realty	Realty Officer		10/05/21	03/04/22	\$ 79,594.74
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	03/04/22	\$ 79,594.74
7565	Administration	Project Specialist		11/22/21	02/25/22	\$ 22.78
Natural Resources						
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	03/04/22	\$ 21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	03/04/22	\$ 22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	03/04/22	\$ 21.16
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	03/04/22	\$ 59,183.07
7842	Veterinary Program	Veterinarian		02/14/22	02/25/22	\$ 99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	02/25/22	\$ 19.65
7844	Veterinary Program	Administrative Assistant	CR	02/14/22	02/25/22	\$ 18.24
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	03/04/22	\$ 18.24
7751	Law Enforcement	Cook, Senior		08/16/21	03/04/22	\$ 16.94
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	03/04/22	\$ 21.16
7793	Corrections	Maintenance Technician		11/15/21	03/04/22	\$ 19.65
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	03/04/22	\$ 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

DEPARTMENT	POSITION(S)	CLOSING DATE
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) 479-2307 - Fax: (520) 479-2281

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
JOB TITLE: Field Supervisor/Construction **SALARY:** DOE **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: Tailings Dam Operator I (Req. ID 51286)/Operations **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

San Xavier Cooperative Association

JOB TITLE: Grant Writer/Administration **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Accountant/Administration **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Catering Specialist/Marketing & Outreach **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Farm Mechanic/Equipment & Irrigation **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Millwright/Mill **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Farm Operator/Farm Operations **CLOSING DATE:** OPEN UNTIL FILLED

To apply contact San Xavier Cooperative Association at 520-295-3774 or by email at

sxca@sanxaviercoop.org



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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7847

JOB ANNOUNCEMENT

JOB TITLE: CLAIMS ANALYST
SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: February 21, 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: Exempt

DEPARTMENT: GSS/HUMAN RESOURCES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, is responsible for performing a variety of tasks in the following areas: General Liability Claims; Workers Compensation, Analysis, document and correspondence preparation, and information tracking and reporting.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources or closely related field, and four years work experience in human resources in the areas of benefits, auto claims management, and worker's compensation, 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.
- 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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7357

JOB ANNOUNCEMENT

JOB TITLE: ACCOUNTING CLERK
SALARY: \$16.94 PER HOUR, PLUS BENEFITS

OPENING DATE: February 21, 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: GSS/ACCOUNTING

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, computes, classifies, records, and verifies numerical data for use in maintaining accounting records.

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

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in accounting or bookkeeping, 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.
- 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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7800

JOB ANNOUNCEMENT

JOB TITLE: HUMAN SERVICES INVESTIGATOR

SALARY: \$26.42 PER HOUR, PLUS BENEFITS

OPENING DATE: February 21, 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: HHS/CHILD WELFARE

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides investigative, protective and case management services.

SCOPE OF WORK: To provide child protection and case management services to promote safe and stable O'odham families.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Work, Counseling, or closely related field and one year of work experience in social work, law enforcement or family assistance programs, 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.
- 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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