

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 March 14 - March 18, 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	03/18/22	\$ 101,887.97
7801	Gaming (Glendale) (4 Positions)	Gaming Inspector	CR	12/06/21	03/18/22	\$ 22.23
7805	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	12/06/21	03/18/22	\$ 22.78
7359	Gaming (Glendale)	Gaming License Investigator	CR	01/18/22	03/25/22	\$ 22.78
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	03/18/22	\$ 94,613.17
7732	Advocate	Office Specialist	CL/CR	03/07/22	03/18/22	\$ 16.94
7212	Office of Attorney General	Deputy Attorney General		03/07/22	03/18/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator	NEW	03/14/22	03/25/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist NEW	CL/CR	03/14/22	03/25/22	\$ 16.94
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	03/18/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	03/18/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	03/18/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	03/18/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	03/18/22	\$ 19.65
7519	Early Childhood Headstart	Accounting Specialist		12/06/21	03/25/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	03/25/22	\$ 15.73
7645	Education Assistance Program (Tucson)	Education Assistance Specialist		02/07/22	03/18/22	\$ 18.24
7841	Early Childhood Headstart	Office Specialist	CL/CR	02/07/22	03/18/22	\$ 16.94
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	03/18/22	\$ 13.57
7838	Early Childhood Headstart (2 Positions)	Child Care Specialist (SX)		02/07/22	03/18/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	03/25/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	03/18/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	03/25/22	\$ 13.57
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	03/18/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	03/25/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	03/25/22	\$ 16.94
7826	Grants and Contracts	Senior Accountant		12/20/21	03/25/22	\$ 72,108.82
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	03/18/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	03/18/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	03/18/22	\$ 28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	03/18/22	\$ 22.78
7847	Human Resources	Claims Analyst		02/21/22	03/18/22	\$ 59,183.07
7357	Accounting	Accounting Clerk		02/21/22	03/18/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	03/18/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	03/18/22	\$ 24.54
7865	Human Resources (TON Health Care)	Human Resources Specialist	NEW	03/14/22	03/25/22	\$ 24.54
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	03/18/22	\$ 33.00
7723	Health Transportation Services	Program Coordinator		05/03/21	03/18/22	\$ 23.35

7762	Child Welfare	Program Supervisor		10/25/21	03/25/22	\$ 59,183.07
7807	Senior Services	Cook Aide		12/06/21	03/25/22	\$ 14.61
7668	Community Health Services (2 Positions)	Community Health Representative		12/06/21	03/25/22	\$ 15.73
7815	Community Health Services	Certified Nurses Assistant		12/06/21	03/25/22	\$ 16.94
7666	Community Health Services	Program Supervisor		12/06/21	03/25/22	\$ 59,183.07
7503	Health Transportation Services	Transit Driver (San Simon)		12/13/21	03/18/22	\$ 15.73
7707	Child Welfare	Case Manager		02/07/22	03/18/22	\$ 53,616.99
7800	Child Welfare	Human Services Investigator		02/21/22	03/18/22	\$ 26.42
7852	Child Welfare (2 Positions)	Group Home Worker		02/28/22	03/25/22	\$ 16.94
7850	Child Welfare	Case Manager		02/28/22	03/25/22	\$ 53,616.99
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	03/18/22	\$ 15.73
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	03/18/22	\$ 15.73
7753	Adult Protective Services	Program Manager, Senior	RE-AD	03/14/22	03/25/22	\$ 79,594.74
Planning						
7789	Transportation Planning & Roads Inventory	Project Administrator	REVISED	11/15/21	Open Until Filled	\$ 79,594.74
Natural Resources						
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	03/25/22	\$ 18.24
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	03/18/22	\$ 21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	03/18/22	\$ 22.78
7482	Solid Waste Management	Equipment Operator/Driver	CL	11/15/21	03/18/22	\$ 21.16
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	03/18/22	\$ 59,183.07
7842	Veterinary Program	Veterinarian		02/14/22	03/25/22	\$ 99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	03/25/22	\$ 19.65
7019	Solid Waste Management	Receptionist	CR	03/07/22	03/18/22	\$ 15.73
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	03/18/22	\$ 18.24
7751	Law Enforcement	Cook, Senior		08/16/21	03/18/22	\$ 16.94
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	03/18/22	\$ 21.16
7793	Corrections	Maintenance Technician		11/15/21	03/18/22	\$ 19.65
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	03/18/22	\$ 16.94
7848	Fire	Firefighter Recruit CL I		03/07/22	03/18/22	\$ 18.70
Water Resources						
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	03/25/22	\$ 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.

CR=Clerical Required CL=Career Ladder TOLR=Tohono O'odham Language Required

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: 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: Data Entry Clerk **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Lead Facilities Maintenance Technician **SALARY:** \$20.00/hour **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

JOB TITLE: Rough/Finish Carpenter **SALARY:** \$28.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

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

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

Sells District

JOB TITLE: Occasional Appointments (On an as needed basis/M-Th, 8-5) **SALARY:** \$12.80/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

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

First American Credit Union

JOB TITLE: Part-Time Teller (Sells, AZ Location) **CLOSING DATE:** OPEN UNTIL FILLED

Please apply at our website listed below and submit resumes to email.

www.firstamerican.org/careers

hr@firstamerican.org

Arizona State University

JOB TITLE: Student Success & Retention Coordonator (Req. 76855BR)/American Indian Student Support Services **CLOSING DATE:** OPEN UNTIL FILLED

Please visit our website listed below for details.

<https://cfo.asu.edu/applicant>

Gu Achi District

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



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HUMAN RESOURCES OFFICE

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

7252

JOB ANNOUNCEMENT

JOB TITLE: ON-AIR ANNOUNCER/BOARD OPERATOR

SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: March 14, 2022

CLOSING DATE: March 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: EXEC/HEWEL NI'OK

JOB LOCATION: Covered Wells, AZ

POSITION SUMMARY: Under close supervision, provides a "voice" for HN's general programming. Responsible for keeping in compliance with Federal Communications Commission (FCC) programming regulations and standards.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months experience in a broadcasting field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must submit a 30 minute CD demo.
- Must have a pleasant and well-controlled voice and excellent pronunciation.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- 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

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

7617

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: March 14, 2022

CLOSING DATE: March 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 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: EXEC/OFFICE OF THE TREASURER

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: To safeguard the Nation's assets through a system of procedures and internal controls.

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 60% proficiency in grammar, spelling and math.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must 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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7865

JOB ANNOUNCEMENT

JOB TITLE: HUMAN RESOURCES SPECIALIST

SALARY: \$24.54 PER HOUR, PLUS BENEFITS

OPENING DATE: March 14, 2022

CLOSING DATE: March 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: GSS/HUMAN RESOURCES (HEALTH CARE)

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, provides support to the recruiting functions and personnel data administration of the Human Resources Office. Meets the needs of the departments and employees, in accordance with established policies, procedures and guidelines.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Human Resources or closely related field and four years work experience in human resources training or related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must 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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7753

JOB ANNOUNCEMENT

JOB TITLE: PROGRAM MANAGER, SENIOR
SALARY: \$79,594.74 PER ANNUM, PLUS BENEFITS

OPENING DATE: March 14, 2022

CLOSING DATE: March 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: HHS/ADULT PROTECTIVE SERVICES

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.

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Social Services 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, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must 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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P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

7789

JOB ANNOUNCEMENT

JOB TITLE: PROJECT ADMINISTRATOR
SALARY: \$79,594.74 PER ANNUM, PLUS BENEFITS

OPENING DATE: November 15, 2021

CLOSING DATE: Open Until Filled

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: PED/TRANSPORTATION PLANNING & ROADS INVENTORY

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, assists in enforcing and maintaining compliance with all Tohono O'odham Nation, federal, state, county, or other regulatory agency laws or regulations as they apply to the design, engineering, and construction of proposed projects and/or facilities.

SCOPE OF WORK: All planning related activities involved with the evaluation, assessment, planning design and sitting of transportation activities on the Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Project Management or closely related field, and four years work experience in project administration, 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, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must 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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