

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 21 - March 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	04/01/22	\$ 101,887.97
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/01/22	\$ 94,613.17
7732	Advocate	Office Specialist	CL/CR	03/07/22	04/01/22	\$ 16.94
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/01/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	03/25/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	03/25/22	\$ 16.94
7077	Gaming	Administrative Assistant NEW	CR	03/21/22	04/01/22	\$ 18.24
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/01/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	04/01/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/01/22	\$ 21.16
7215	Early Childhood Headstart	Education Specialist		11/01/21	04/01/22	\$ 22.78
7766	Early Childhood Headstart	Maintenance Technician		11/01/21	04/01/22	\$ 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	04/01/22	\$ 18.24
7841	Early Childhood Headstart	Office Specialist	CL/CR	02/07/22	04/01/22	\$ 16.94
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/01/22	\$ 13.57
7838	Early Childhood Headstart (2 Positions)	Child Care Specialist (SX)		02/07/22	04/01/22	\$ 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	04/01/22	\$ 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	04/01/22	\$ 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	04/01/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	04/01/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	04/01/22	\$ 28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	04/01/22	\$ 22.78
7847	Human Resources	Claims Analyst		02/21/22	03/25/22	\$ 59,183.07
7357	Accounting	Accounting Clerk		02/21/22	04/01/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/01/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	04/01/22	\$ 24.54
7865	Human Resources (TON Health Care)	Human Resources Specialist		03/14/22	03/25/22	\$ 24.54
7820	Department of Information and Technology	Network Technician NEW	CL	03/21/22	04/01/22	\$ 24.54
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	04/01/22	\$ 33.00
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
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
7707	Child Welfare	Case Manager		02/07/22	04/01/22	\$	53,616.99
7800	Child Welfare	Human Services Investigator		02/21/22	04/01/22	\$	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	04/01/22	\$	15.73
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/01/22	\$	15.73
7753	Adult Protective Services	Program Manager, Senior		03/14/22	03/25/22	\$	79,594.74
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		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	04/01/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/01/22	\$	22.78
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	04/01/22	\$	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	04/01/22	\$	15.73
7018	Solid Waste Management	Equipment Operator/Driver	RE-AD CL	03/21/22	04/01/22	\$	21.76
7743	Soil & Water Conservation District	Office Specialist	NEW CL/CR	03/21/22	04/01/22	\$	16.94
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	04/01/22	\$	18.24
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/01/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	04/01/22	\$	19.65
7378	Environmental Protection Office	Office Specialist	CL/CR	11/29/21	04/01/22	\$	16.94
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.

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.****

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

Equal Employment Opportunity and Indian Preference Employer Page 2 of 4

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: 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: Facilities Maintenance Technician I **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Human Resources Director **SALARY:** \$60,349 **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 receptionist@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 Coordinator (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



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7077

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: March 21, 2022

CLOSING DATE: April 1, 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: EXEC/GAMING

JOB LOCATION: Tucson, AZ

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

SCOPE OF WORK: Establish and maintain gaming integrity for the benefit of 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, 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.

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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7820

JOB ANNOUNCEMENT

JOB TITLE: NETWORK TECHNICIAN
SALARY: \$24.54* PER HOUR, PLUS BENEFITS

OPENING DATE: March 21, 2022

CLOSING DATE: April 1, 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 Network Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/INFORMATION & TECHNOLOGY

JOB LOCATION: Sells/Tucson, AZ

POSITION SUMMARY: Under general supervision provides network support to operational computer networks in technical maintenance and recovery to local and wide area networks. Uses a variety of testing tools and techniques to troubleshoot and resolve complex technical problems associated with the system's hardware and software. Interface with vendors and maintenance providers to service and maintain network systems support as required.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Computer Sciences or closely related field; and four years work experience in supporting end-user networks in a Microsoft environment, 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, 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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7018

JOB ANNOUNCEMENT

JOB TITLE: EQUIPMENT OPERATOR/DRIVER

SALARY: \$21.16* PER HOUR, PLUS BENEFITS

OPENING DATE: March 21, 2022

CLOSING DATE: April 1, 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 Equipment Operator/Driver level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: NR/SOLID WASTE MANAGEMENT

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, maintains the cleanliness of the communities of the Tohono O'odham Nation by driving commercial trucks to collect and pick up refuse and waste according to established Nation's solid waste code, regulations, policies and procedures. Operates a wide variety of Solid Waste equipment, such as: Front Loader and Rear Loader Waste Compactor trucks, Roll-off trucks, Dump trucks with and without trailers, Tractor-trailers, and Water trucks.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years' work experience as a Commercial Driver License driver, to include but not limited to safe vehicle operations; air brake systems; tractor and trailer coupling and uncoupling; cargo handling; and trip planning, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain and maintain certification in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within six months of hire.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- Must possess and maintain a valid Commercial Driver's License (CDL), Class A (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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7743

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST
SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: March 21, 2022

CLOSING DATE: April 1, 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: NR/SOIL & WATER CONSERVATION DISTRICT **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 provide recommendations for the conservation of the soil, vegetation and the rangelands on the Nation.

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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