

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 April 4 - April 8, 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	04/15/22	\$ 101,887.97
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/15/22	\$ 94,613.17
7732	Advocate	Office Specialist	CL/CR	03/07/22	04/15/22	\$ 16.94
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/15/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	04/08/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	04/08/22	\$ 16.94
7077	Gaming	Administrative Assistant	CR	03/21/22	04/15/22	\$ 18.24
7558	Gaming	Legal Counsel, Gaming	NEW	04/04/22	Open Until Filled	\$ 115,276.93
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/15/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	04/15/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/15/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	04/08/22	\$ 15.73
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/15/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	04/08/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	04/15/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	04/08/22	\$ 13.57
7582	One Stop	Office Specialist	CL/CR	03/28/22	04/08/22	\$ 16.94
7863	One Stop	Career and Employment Specialist		03/28/22	04/08/22	\$ 21.16
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	04/15/22	\$ 59,183.07
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	04/08/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	04/08/22	\$ 16.94
7826	Grants and Contracts	Senior Accountant		12/20/21	04/08/22	\$ 72,108.82
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	04/15/22	\$ 22.78
7835	Human Resources	Human Resources Manager		01/24/22	04/15/22	\$ 87,857.74
7836	Human Resources	Human Resources Analyst		01/24/22	04/15/22	\$ 28.45
7641	Department of Information and Technology	PC Technician	CL	02/07/22	04/15/22	\$ 22.78
7357	Accounting	Accounting Clerk		02/21/22	04/15/22	\$ 16.94
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/15/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	04/15/22	\$ 24.54
7865	Human Resources (TON Health Care)	Human Resources Specialist		03/14/22	04/08/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	04/15/22	\$ 24.54
7867	Department of Information and Technology	Help Desk Specialist		03/28/22	04/08/22	\$ 19.65
7870	Accounting	Senior Accountant	NEW	04/04/22	04/15/22	\$ 72,108.82
7871	Grants and Contracts (2 Positions)	Contract Specialist	NEW	04/04/22	04/15/22	\$ 59,183.07
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	04/15/22	\$ 33.00
7762	Child Welfare	Program Supervisor		10/25/21	04/08/22	\$ 59,183.07
7807	Senior Services	Cook Aide		12/06/21	04/08/22	\$ 14.61
7815	Community Health Services	Certified Nurses Assistant		12/06/21	04/08/22	\$ 16.94

7666	Community Health Services	Program Supervisor		12/06/21	04/08/22	\$	59,183.07
7707	Child Welfare	Case Manager		02/07/22	04/15/22	\$	53,616.99
7800	Child Welfare	Human Services Investigator		02/21/22	04/15/22	\$	26.42
7852	Child Welfare	Group Home Worker		02/28/22	04/08/22	\$	16.94
7850	Child Welfare	Case Manager		02/28/22	04/08/22	\$	53,616.99
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	04/15/22	\$	15.73
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/15/22	\$	15.73
7753	Adult Protective Services	Program Manager, Senior		03/14/22	04/08/22	\$	79,594.74
7873	Health Transportation Services	Transit Driver (San Lucy)	NEW	04/04/22	04/15/22	\$	15.73
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	79,594.74
7565	Administration	Project Specialist		03/28/22	04/08/22	\$	22.78
7486	Real Estate Management Program	Realty Specialist	NEW	04/04/22	04/15/22	\$	24.54
Natural Resources							
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	04/08/22	\$	18.24
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	04/15/22	\$	21.16
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/15/22	\$	22.78
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	04/15/22	\$	59,183.07
7842	Veterinary Program	Veterinarian		02/14/22	04/08/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	04/08/22	\$	19.65
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	04/15/22	\$	21.76
7743	Soil & Water Conservation District	Office Specialist	CL/CR	03/21/22	04/15/22	\$	16.94
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	04/08/22	\$	24.54
7422	Livestock Facilities	Utility Worker	NEW	04/04/22	04/15/22	\$	13.57
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	04/15/22	\$	18.24
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/15/22	\$	21.16
7793	Corrections	Maintenance Technician		11/15/21	04/15/22	\$	19.65
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	04/08/22	\$	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: 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

JOB TITLE: Apprenticeship Director **SALARY:** \$67,349 **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

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

Chukut Kuk District

JOB TITLE: Treasurer Assistant **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Youth Coordinator/Monitor **CLOSING DATE:** OPEN UNTIL FILLED

For more information on the vacant positions contact Chukut Kuk District Office at 520-383-2080



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7558

JOB ANNOUNCEMENT

JOB TITLE: LEGAL COUNSEL, GAMING
SALARY: \$115,276.93 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 4, 2022

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: EXEC/GAMING

JOB LOCATION: Sahuarita/Glendale, AZ

POSITION SUMMARY: Under general direction, provides legal advice and representation to the Gaming Office; representing the Gaming Office in all legal proceedings, and in other matters that affect the legal interests of the Nation's Gaming Office.

MINIMUM QUALIFICATIONS:

- Juris Doctorate from an accredited law school and eight years' legal work experience in a gaming enterprise field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess an Arizona State Bar License.
- Must obtain permission to practice in the Courts of the Tohono O'odham Nation.
- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Upon recommendation for hire a criminal background check with NO prior convictions of any felonies 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.



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7870

JOB ANNOUNCEMENT

JOB TITLE: SENIOR ACCOUNTANT

SALARY: \$72,108.82 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 4, 2022

CLOSING DATE: April 15, 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/ACCOUNTING

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, provides direction for the general ledger division by coordinating the production and presentation of financial information to management by researching and analyzing accounting data; ensures compliance with Generally Accepted Accounting Principles.

SCOPE OF WORK: To provide financial services for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field and two years professional accounting work experience, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—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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7871
7872

JOB ANNOUNCEMENT

JOB TITLE: CONTRACT SPECIALIST
SALARY: \$59,183.07 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 4, 2022

CLOSING DATE: April 15, 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 general supervision, monitors and reviews grants for compliance to the terms and conditions of the award. Reviews programmatic issues for compliance; approves and recommends budget and expenditures in accordance with grant's scope. Maintains file management on a regular basis.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business, Finance or closely related field, and two years work experience in administering governmental contracts, 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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7873

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER

SALARY: \$15.73 PER HOUR, PLUS BENEFITS

OPENING DATE: April 4, 2022

CLOSING DATE: April 15, 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/HEALTH TRANSPORTATION SERVICES

JOB LOCATION: San Lucy, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- **HTS DRIVERS ONLY:** Must pass a pre-employment physical examination form (HRP 252) upon recommendation 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, including a 39-month Motor Vehicle Record.
- 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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7486

JOB ANNOUNCEMENT

JOB TITLE: REALTY SPECIALIST

SALARY: \$24.54, PLUS BENEFITS

OPENING DATE: April 4, 2022

CLOSING DATE: April 15, 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: PED/REAL ESTATE MANAGEMENT PROGRAM **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under general supervision, provides technical assistance and legal sufficiency of instruments, conveyances, and title documents, pertaining to ownership in connection with acquisitions, lease disposals exchanges, partitions, right-of-way and other realty transactions.

MINIMUM QUALIFICATIONS:

- Associates Degree in Real Estate Management or closely related field, and two years' work experience in Real Estate; 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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7422

JOB ANNOUNCEMENT

JOB TITLE: UTILITY WORKER
SALARY: \$13.57, PLUS BENEFITS

OPENING DATE: April 4, 2022

CLOSING DATE: April 15, 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/LIVESTOCK FACILITIES

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs routine manual labor-intensive tasks necessary to maintain the Livestock Complex, to include various maintenance tasks, light carpentry repairs.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months' work experience in facility maintenance and building repairs, 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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