

# 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 May 23 - May 27, 2022

| HR<br>210                        | Department/Program/Division              | Job Title                         | Note  | Opening<br>Date | Closing<br>Date   | FY22 Salary   |
|----------------------------------|--|-----------------------------------|-------|-----------------|-------------------|---------------|
| <b>Executive</b>                 |  |                                   |       |                 |                   |               |
| 7799                             | Office of the Treasurer                  | Internal Audit Manager            |       | 11/29/21        | 05/27/22          | \$ 101,887.97 |
| 7212                             | Office of Attorney General               | Deputy Attorney General           |       | 03/07/22        | 05/27/22          | \$ 171,129.30 |
| 7252                             | Hewel Ni'ok                              | On-Air Announcer/Board Operator   |       | 03/14/22        | 06/03/22          | \$ 18.24      |
| 7617                             | Office of the Treasurer                  | Office Specialist                 | CL/CR | 03/14/22        | 06/03/22          | \$ 16.94      |
| 7558                             | Gaming                                   | Legal Counsel, Gaming             |       | 04/04/22        | Open Until Filled | \$ 115,276.93 |
| 7831                             | Hewel Ni'ok                              | Cultural Affairs Director         | TOLR  | 04/11/22        | 06/03/22          | \$ 53,616.99  |
| 7868                             | Gaming (3 Positions)                     | Gaming Inspector                  | CR    | 04/25/22        | 06/03/22          | \$ 24.54      |
| 7363                             | Gaming (Glendale)                        | Office Specialist                 | CL/CR | 05/09/22        | 05/27/22          | \$ 16.94      |
| 7359                             | Gaming (Glendale) (2 Positions)          | Gaming License Investigator       | CR    | 05/09/22        | 06/03/22          | \$ 22.78      |
| 7155                             | Gaming (Glendale) (2 Positions)          | Gaming Inspector NEW              | CR    | 05/23/22        | 06/10/22          | \$ 24.54      |
| <b>Education</b>                 |  |                                   |       |                 |                   |               |
| 7066                             | Recreation (Menager's Dam)               | Recreation Aide                   |       | 08/16/21        | 05/27/22          | \$ 13.57      |
| 7554                             | One Stop                                 | Program Coordinator               |       | 08/09/21        | 05/27/22          | \$ 23.35      |
| 7219                             | Early Childhood Headstart                | Teacher (S)                       |       | 08/23/21        | 05/27/22          | \$ 21.16      |
| 7020                             | Early Childhood Headstart                | Bus Driver/Custodian (VC)         |       | 01/31/22        | 06/03/22          | \$ 15.73      |
| 7839                             | Early Childhood Headstart                | Child Care Specialist (P)         |       | 02/07/22        | 05/27/22          | \$ 13.57      |
| 7697                             | One Stop                                 | Career and Employment Specialist  |       | 02/14/22        | 05/27/22          | \$ 21.16      |
| 7623                             | Recreation (Menager's Dam)               | Custodial/Grounds Worker          |       | 02/14/22        | 06/03/22          | \$ 13.57      |
| 7582                             | One Stop                                 | Office Specialist                 | CL/CR | 03/28/22        | 06/03/22          | \$ 16.94      |
| 7863                             | One Stop                                 | Career and Employment Specialist  |       | 03/28/22        | 06/03/22          | \$ 21.16      |
| 7682                             | Recreation (Pisinemo)                    | Recreation Aide                   |       | 04/18/22        | 05/27/22          | \$ 13.57      |
| 7883                             | Early Childhood Headstart (2 Positions)  | Teacher Aide (S)                  |       | 04/25/22        | 06/03/22          | \$ 14.61      |
| 7344                             | Early Childhood Headstart                | Child Care Specialist (SX)        |       | 04/25/22        | 06/03/22          | \$ 13.57      |
| 7351                             | Education Assistance Program (Tucson)    | Office Specialist                 | CL/CR | 05/16/22        | 05/27/22          | \$ 16.94      |
| 7902                             | Education Assistance Program (Sells)     | Office Specialist NEW             | CL/CR | 05/23/22        | 06/03/22          | \$ 16.94      |
| 7903                             | Administration                           | Administrative Assistant NEW      | CR    | 05/23/22        | 06/03/22          | \$ 18.24      |
| <b>General Support Services</b>  |  |                                   |       |                 |                   |               |
| 7795                             | Department of Information and Technology | Systems Administrator, Senior     |       | 11/22/21        | 06/03/22          | \$ 79,594.74  |
| 7824                             | Grants and Contracts                     | Accounting Clerk                  |       | 12/20/21        | 06/03/22          | \$ 16.94      |
| 7829                             | Human Resources (TON Health Care)        | Human Resources Licensing Analyst |       | 01/10/22        | 05/27/22          | \$ 22.78      |
| 7357                             | Accounting                               | Accounting Clerk                  |       | 02/21/22        | 05/27/22          | \$ 16.94      |
| 7653                             | Accounting                               | Office Specialist                 | CL/CR | 03/07/22        | 05/27/22          | \$ 16.94      |
| 7862                             | Human Resources                          | Training Coordinator              |       | 03/07/22        | 05/27/22          | \$ 24.54      |
| 7820                             | Department of Information and Technology | Network Technician                | CL    | 03/21/22        | 05/27/22          | \$ 24.54      |
| 7871                             | Grants and Contracts (2 Positions)       | Contract Specialist               |       | 04/04/22        | 05/27/22          | \$ 59,183.07  |
| 7874                             | Department of Information and Technology | Systems Administrator             |       | 04/11/22        | 06/03/22          | \$ 72,108.82  |
| 7904                             | Accounting                               | Budget Analyst NEW                |       | 05/23/22        | 06/03/22          | \$ 59,183.07  |
| <b>Membership</b>                |  |                                   |       |                 |                   |               |
| 7864                             | Enrollment                               | Records Clerk                     | CR    | 04/11/22        | 06/03/22          | \$ 15.73      |
| <b>Health and Human Services</b> |  |                                   |       |                 |                   |               |
| 7263                             | Community Health Services                | Registered Nurse                  |       | 11/16/20        | 05/27/22          | \$ 33.00      |

|                          |  |   |        |          |                   |    |           |
|--------------------------|--|---|--------|----------|-------------------|----|-----------|
| 7807                     | Senior Services                              | Cook Aide                                       |        | 12/06/21 | 06/03/22          | \$ | 14.61     |
| 7815                     | Community Health Services                    | Certified Nurses Assistant                      |        | 12/06/21 | 06/03/22          | \$ | 16.94     |
| 7666                     | Community Health Services                    | Program Supervisor                              |        | 12/06/21 | 06/03/22          | \$ | 59,183.07 |
| 7800                     | Child Welfare                                | Human Services Investigator                     |        | 02/21/22 | 05/27/22          | \$ | 26.42     |
| 7852                     | Child Welfare                                | Group Home Worker                               |        | 02/28/22 | 06/03/22          | \$ | 16.94     |
| 7854                     | Health Transportation Services (3 Positions) | Transit Driver (Ak Chin)                        |        | 03/07/22 | 05/27/22          | \$ | 15.73     |
| 7858                     | Health Transportation Services               | Transit Driver (San Simon)                      |        | 03/07/22 | 05/27/22          | \$ | 15.73     |
| 7873                     | Health Transportation Services               | Transit Driver (San Lucy)                       |        | 04/04/22 | 05/27/22          | \$ | 15.73     |
| 7728                     | Health Transportation Services               | Office Specialist                               | CL/CR  | 04/11/22 | 06/03/22          | \$ | 16.94     |
| 7875                     | Child Welfare                                | Case Manager, Aide                              |        | 04/11/22 | 06/03/22          | \$ | 16.94     |
| 7876                     | Family Preservation (2 Positions)            | Program Coordinator                             |        | 04/11/22 | 06/03/22          | \$ | 23.35     |
| 7884                     | Behavioral Health                            | Director of Clinical Services                   |        | 04/25/22 | 06/03/22          | \$ | 94,613.17 |
| 7710                     | Senior Services                              | Program Coordinator                             |        | 05/16/22 | 05/27/22          | \$ | 23.35     |
| 7889                     | Behavioral Health                            | Program Manager                                 |        | 05/16/22 | 05/27/22          | \$ | 72,108.82 |
| 7890                     | Behavioral Health                            | Case Manager                                    |        | 05/16/22 | 05/27/22          | \$ | 53,616.99 |
| 7891                     | Behavioral Health                            | Administrative Assistant                        | CR     | 05/16/22 | 05/27/22          | \$ | 18.24     |
| 7892                     | Behavioral Health                            | Prevention Specialist                           |        | 05/16/22 | 05/27/22          | \$ | 24.54     |
| 7893                     | Behavioral Health (4 Positions)              | Peer Support Specialist                         |        | 05/16/22 | 05/27/22          | \$ | 14.61     |
| 7897                     | Child Welfare                                | Cook  |        | 05/16/22 | 05/27/22          | \$ | 15.73     |
| 7900                     | Health Transportation Services               | Transit Dispatcher                              | CR     | 05/16/22 | 05/27/22          | \$ | 16.94     |
| <b>Planning</b>          |  |   |        |          |                   |    |           |
| 7789                     | Transportation Planning & Roads Inventory    | Project Administrator                           |        | 11/15/21 | Open Until Filled | \$ | 79,594.74 |
| 7565                     | Administration                               | Project Specialist                              |        | 03/28/22 | 06/03/22          | \$ | 22.78     |
| 7486                     | Real Estate Management Program               | Realty Specialist                               |        | 04/04/22 | 05/27/22          | \$ | 24.54     |
| 7731                     | Administration                               | Project Administrator                           |        | 04/11/22 | Open Until Filled | \$ | 79,594.74 |
| <b>Natural Resources</b> |  |   |        |          |                   |    |           |
| 7777                     | Solid Waste Management                       | Solid Waste Crew Leader                         |        | 10/25/21 | 06/03/22          | \$ | 18.24     |
| 7187                     | Solid Waste Management                       | Heavy Equipment Operator                        |        | 11/01/21 | 06/27/22          | \$ | 22.78     |
| 7842                     | Veterinary Program                           | Veterinarian                                    |        | 02/14/22 | 06/03/22          | \$ | 99,402.99 |
| 7843                     | Veterinary Program                           | Veterinarian Technician                         |        | 02/14/22 | 06/03/22          | \$ | 19.65     |
| 7869                     | Range Conservation & Management              | Geographic Information Systems (GIS) Specialist |        | 03/28/22 | 06/03/22          | \$ | 24.54     |
| 7342                     | Cultural Center and Museum                   | Museum Curator, Education                       |        | 05/09/22 | 06/03/22          | \$ | 59,183.07 |
| <b>Public Safety</b>     |  |   |        |          |                   |    |           |
| 7167                     | Corrections                                  | Corrections Support Specialist                  |        | 07/26/21 | 05/27/22          | \$ | 18.24     |
| 7793                     | Corrections                                  | Maintenance Technician                          |        | 11/15/21 | 05/27/22          | \$ | 19.65     |
| 7540                     | Office of Emergency Management               | Training and Exercise Coordinator               |        | 05/16/22 | 05/27/22          | \$ | 32.19     |
| 7657                     | Law Enforcement                              | Records Clerk, Senior                           | NEW CR | 05/23/22 | 06/03/22          | \$ | 18.24     |

**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     |
| Corrections       | Corrections Officer (CL)                | 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:** Language Specialist (O'odham language) **SALARY:** \$18.27/hour **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Restaurant Manager Instructor **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Bookstore Supervisor **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Adjunct Instructor-Art **SALARY:** \$1,000/credit **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Technical Support Manager **SALARY:** \$60,000 **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Administrative Services-Education **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Project Specialist (Tohono O'odham Language Center) **SALARY:** \$18.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Assistant Cook **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Art Instructor (Phoenix Center) **SALARY:** \$43,183 (DOE) **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Phoenix Center Director **SALARY:** \$60,349 **CLOSING DATE:** OPEN UNTIL FILLED
- JOB TITLE:** Phoenix Center Site Technician **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED

[tocc.edu](http://tocc.edu)

To apply please visit link above. Please submit complete application packet to Mickie Widener at [mwidener@tocc.edu](mailto: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:** Drywall Installer **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=36>
- JOB TITLE:** Accounts Payable/Purchasing **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=38>
- JOB TITLE:** Maintenance Coordinator **CLOSING DATE:** OPEN UNTIL FILLED  
<https://tohonoodham.bamboohr.com/jobs/view.php?id=37>
- Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634

##### 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](mailto: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:** Curator of Zoo Exhibits **SALARY:** \$53,500/year DOE. **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4433143](https://www.appone.com/MainInfoReq.asp?R_ID=4433143)
- JOB TITLE:** Audio/Visual Assistant (24 hours/week) **SALARY:** \$18.00 to \$20.00/hour DOE. **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4576782](https://www.appone.com/MainInfoReq.asp?R_ID=4576782)
- JOB TITLE:** Custodian - Packrat Playhouse (40 hours/week) **SALARY:** \$13.16/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4250203](https://www.appone.com/MainInfoReq.asp?R_ID=4250203)
- JOB TITLE:** Custodian - Second Shift (40 hours/week) **SALARY:** \$13.16/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4395874](https://www.appone.com/MainInfoReq.asp?R_ID=4395874)
- JOB TITLE:** Horticulturist II (40 hours/week) **SALARY:** \$16.25/hour **CLOSING DATE:** OPEN UNTIL FILLED  
[https://www.appone.com/MainInfoReq.asp?R\\_ID=4548253](https://www.appone.com/MainInfoReq.asp?R_ID=4548253)
- JOB TITLE:** HIIZ Zoo Keeper II - Stingray Focus (40 hours/week) **SALARY:** \$16.25/hour **CLOSING DATE:** OPEN UNTIL FILLED

[https://www.appone.com/MainInfoReq.asp?R\\_ID=4497258](https://www.appone.com/MainInfoReq.asp?R_ID=4497258)

**JOB TITLE:** Guest Services Assistant (Part-time) **SALARY:** \$13.05/hour **CLOSING DATE:** OPEN UNTIL FILLED

[https://www.appone.com/MainInfoReq.asp?R\\_ID=4450636](https://www.appone.com/MainInfoReq.asp?R_ID=4450636)

**JOB TITLE:** Retail Guest Services Assistant (Part-time) **SALARY:** \$13.05/hour **CLOSING DATE:** OPEN UNTIL FILLED

[https://www.appone.com/MainInfoReq.asp?R\\_ID=4556541](https://www.appone.com/MainInfoReq.asp?R_ID=4556541)

To apply visit Arizona Sonora Desert Museum website.

**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](http://www.firstamerican.org/careers)

[hr@firstamerican.org](mailto: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

**JOB TITLE:** Accounting Clerk **SALARY:** \$17.18/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 Judicial Branch**

For more information on vacant positions, please visit our website or call 520-383-6300

<https://tojc-nsn.gov/about/>

**Community Development Financial Institution of the Tohono O'odham Nation**

**JOB TITLE:** Loan Administrator **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

For more information on the vacant position contact CDFI at 520-383-0790

**Santa Rosa Day School**

**JOB TITLE:** Janitor **SALARY:** \$13.89 to \$22.80/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Education Technician **SALARY:** \$19.88 to \$28.24/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Education Technician (NTE 3 Years) **SALARY:** \$13.89 to \$22.80/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Librarian (NTE 3 Years) **SALARY:** \$21.73 to \$34.55/hour **CLOSING DATE:** May 25, 2022

**JOB TITLE:** Information Technology Technician (NTE 3 Years) **SALARY:** \$21.73 to \$34.55/hour **CLOSING DATE:** May 25, 2022

For more information on the vacant position contact Bureau of Indian Education at 520-362-2400



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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

**7155**  
**7456**

**JOB ANNOUNCEMENT**

**JOB TITLE: GAMING INSPECTOR (2 POSITIONS)**

**SALARY: \$24.54 PER HOUR, PLUS BENEFITS**

**OPENING DATE:** May 23, 2022

**CLOSING DATE:** June 10, 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 test required.***

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** EXECUTIVE/GAMING

**JOB LOCATION:** Glendale, AZ

**POSITION SUMMARY:** Under limited supervision, protects the tribal assets and ensures the integrity of the Tohono O'odham Nation's (Nation) gaming operations by monitoring the gaming operations and facility to ensure compliance with state compact, the Nation's ordinances, regulations, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), and the Minimum Internal Control Standards (MICS).

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and four year's work experience in security or a regulatory field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must demonstrate 70% proficiency in grammar, spelling and math.
- 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.



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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

7902

## JOB ANNOUNCEMENT

**JOB TITLE:** OFFICE SPECIALIST

**SALARY:** \$16.94\* PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 23, 2022

**CLOSING DATE:** June 3, 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:** EDU/EDUCATION ASSISTANCE PROGRAM

**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 education assistance to enrolled members of the Tohono O'odham Nation to attend post-secondary institutions.

### 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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7903

## JOB ANNOUNCEMENT

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**SALARY:** \$18.24 PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 23, 2022

**CLOSING DATE:** June 3, 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:** EDU/ADMINISTRATION

**JOB LOCATION:** Sells, AZ

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

**SCOPE OF WORK:** Demonstrates, promotes integrity and respect for our O'odham to exceed their highest potential by providing services rooted in himdag and accountability.

### 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

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

**7904**

## **JOB ANNOUNCEMENT**

**JOB TITLE:** BUDGET ANALYST

**SALARY:** \$59,183.07 PER ANNUM, PLUS BENEFITS

**OPENING DATE:** May 23, 2022

**CLOSING DATE:** June 3, 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 general supervision, performs budget analysis for the Nation's departments and programs. Evaluates requests and compiles and consolidates budgets based on statistical studies and analyses of past and current budgets. Establishes work standards and methods of operation for the department.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, Finance, or closely related field, and two years work experience in preparing, analyzing, and modifying program or department budgets, 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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**HUMAN RESOURCES OFFICE**

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**7657**

**JOB ANNOUNCEMENT**

**JOB TITLE:** RECORDS CLERK, SENIOR  
**SALARY:** \$18.24\* PER HOUR, PLUS BENEFITS

**OPENING DATE:** May 23, 2022

**CLOSING DATE:** June 3, 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:** DPS/LAW ENFORCEMENT

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, performs work of moderate difficulty, maintains records by receiving, reviewing, filing or retrieving documents. Assists with specialized projects related to the filing systems and researches manual and automated systems to gather or verify data.

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Records Management or closely related field; and three years' work experience in records management; or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must type 35 Words Per Minute and demonstrate 70% 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.

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