

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 June 13 - June 17, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7212	Office of Attorney General	Deputy Attorney General		03/07/22	06/24/22	\$ 171,129.30
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	06/17/22	\$ 18.24
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	06/17/22	\$ 53,616.99
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	06/24/22	\$ 16.94
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	05/09/22	06/17/22	\$ 22.78
7155	Gaming (Glendale) (2 Positions)	Gaming Inspector	CR	05/23/22	06/24/22	\$ 24.54
7076	Gaming (Tucson)	Office Specialist	CL/CR	06/06/22	06/17/22	\$ 16.94
7077	Gaming (Tucson)	Administrative Assistant NEW	CR	06/13/22	06/24/22	\$ 18.24
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	06/24/22	\$ 13.57
7554	One Stop	Program Coordinator		08/09/21	06/24/22	\$ 23.35
7219	Early Childhood Headstart	Teacher (S)		08/23/21	06/24/22	\$ 21.16
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	06/17/22	\$ 15.73
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	06/24/22	\$ 13.57
7697	One Stop	Career and Employment Specialist		02/14/22	06/24/22	\$ 21.16
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	06/17/22	\$ 13.57
7582	One Stop	Office Specialist	CL/CR	03/28/22	06/17/22	\$ 16.94
7863	One Stop	Career and Employment Specialist		03/28/22	06/17/22	\$ 21.16
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	06/24/22	\$ 13.57
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	06/17/22	\$ 14.61
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	06/17/22	\$ 13.57
7902	Education Assistance Program (Sells)	Office Specialist	CL/CR	05/23/22	06/17/22	\$ 16.94
7903	Administration	Administrative Assistant	CR	05/23/22	06/17/22	\$ 18.24
7838	Early Childhood Headstart	Child Care Specialist (SX)		05/30/22	06/24/22	\$ 13.57
7094	Early Childhood Headstart	Child Care Specialist (SR)		05/30/22	06/24/22	\$ 13.57
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	06/17/22	\$ 79,594.74
7824	Grants and Contracts	Accounting Clerk		12/20/21	06/17/22	\$ 16.94
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	06/24/22	\$ 22.78
7357	Accounting	Accounting Clerk		02/21/22	06/24/22	\$ 16.94
7862	Human Resources	Training Coordinator		03/07/22	06/24/22	\$ 24.54
7820	Department of Information and Technology	Network Technician	CL	03/21/22	06/24/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	06/24/22	\$ 59,183.07
7874	Department of Information and Technology	Systems Administrator		04/11/22	06/17/22	\$ 72,108.82
7904	Accounting	Budget Analyst		05/23/22	06/17/22	\$ 59,183.07
7819	Facility Management	Custodial/Grounds Worker		05/30/22	06/24/22	\$ 13.57
7907	Human Resources	Receptionist	CR	06/06/22	06/17/22	\$ 15.73
7563	Human Resources	Human Resources Analyst	NEW	06/13/22	06/24/22	\$ 28.45
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	06/17/22	\$ 15.73

Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	06/24/22	\$	33.00
7807	Senior Services	Cook Aide		12/06/21	06/17/22	\$	14.61
7815	Community Health Services	Certified Nurses Assistant		12/06/21	06/17/22	\$	16.94
7666	Community Health Services	Program Supervisor		12/06/21	06/17/22	\$	59,183.07
7800	Child Welfare	Human Services Investigator		02/21/22	06/24/22	\$	26.42
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	06/24/22	\$	15.73
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	06/24/22	\$	15.73
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	06/17/22	\$	16.94
7875	Child Welfare	Case Manager, Aide		04/11/22	06/17/22	\$	16.94
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	06/17/22	\$	23.35
7884	Behavioral Health	Director of Clinical Services		04/25/22	06/17/22	\$	94,613.17
7710	Senior Services	Program Coordinator		05/16/22	06/24/22	\$	23.35
7889	Behavioral Health	Program Manager		05/16/22	06/24/22	\$	72,108.82
7890	Behavioral Health	Case Manager		05/16/22	06/24/22	\$	53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	06/24/22	\$	18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	06/24/22	\$	24.54
7897	Child Welfare	Cook		05/16/22	06/24/22	\$	15.73
7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	06/24/22	\$	16.94
7905	Health Transportation Services	Transit Driver (Sells)		05/30/22	06/24/22	\$	15.73
7857	Health Transportation Services	Transit Driver (San Simon)		05/30/22	06/24/22	\$	15.73
7775	Behavioral Health	Counselor, Senior		05/30/22	06/24/22	\$	23.94
7668	Community Health Services	Community Health Representative		05/30/22	06/24/22	\$	15.73
7707	Child Welfare	Case Manager		06/06/22	06/17/22	\$	53,616.99
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	79,594.74
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$	79,594.74
Natural Resources							
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	06/17/22	\$	18.24
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	06/24/22	\$	22.78
7842	Veterinary Program	Veterinarian		02/14/22	06/17/22	\$	99,402.99
7843	Veterinary Program	Veterinarian Technician		02/14/22	06/17/22	\$	19.65
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	06/17/22	\$	24.54
7342	Cultural Center and Museum	Museum Curator, Education		05/09/22	06/17/22	\$	59,183.07
7747	Solid Waste Management	Solid Waste Laborer		06/06/22	06/17/22	\$	15.73
7379	Solid Waste Management	Office Manager		06/06/22	06/17/22	\$	53,616.99
7908	Solid Waste Management	Office Specialist	CL/CR	06/06/22	06/17/22	\$	16.94
7743	Soil and Water Conservation District	Office Specialist	RE-AD CL/CR	06/13/22	06/24/22	\$	16.94
7089	Well Maintenance	Administrative Assistant	NEW CR	06/13/22	06/24/22	\$	18.24
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	06/24/22	\$	18.24
7793	Corrections	Maintenance Technician		11/15/21	06/24/22	\$	19.65
7540	Office of Emergency Management	Training and Exercise Coordinator		05/16/22	06/24/22	\$	32.19
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	06/17/22	\$	20.14

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: 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 Assistant-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: 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
JOB TITLE: Data Entry Clerk **SALARY:** \$17.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: IT Support Technician I **SALARY:** \$20.00/hour **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Office Coordinator-Operations **SALARY:** \$40,000-\$44,000 (DOE) **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: Purchasing Administrator-Construction **SALARY:** \$22.59/hour **CLOSING DATE:** OPEN UNTIL FILLED

<https://tohonoodham.bamboohr.com/jobs/view.php?id=39>

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

JOB TITLE: Secretary, Sells District Council **SALARY:** \$39,485.88 **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: Curator of Zoo Exhibits **SALARY:** \$53,500/year DOE **CLOSING DATE:** OPEN UNTIL FILLED

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

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

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

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

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

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

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

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

hr@firstamerican.org

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: 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://tojcnnsn.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

Sif Oidak District

JOB TITLE: Cook Aide **SALARY:** \$13.26 **CLOSING DATE:** June 24, 2022

JOB TITLE: Community Liaison/Driver **SALARY:** \$14.02 **CLOSING DATE:** June 24, 2022

JOB TITLE: Laborer **SALARY:** \$14.87 **CLOSING DATE:** June 24, 2022

JOB TITLE: Project Manager **SALARY:** \$26.04 **CLOSING DATE:** June 24, 2022

For more information on the vacant positions contact Sif Oidak District Office at 520-361-2360

Tohono O'odham Nation Tribal Employment Rights Ordinance Commission

JOB TITLE: Administrative Assistant (Part-time) **SALARY:** \$18.24 **CLOSING DATE:** June 30, 2022

Interested applicants should submit a Letter of Interest and resume to Delma Garcia at

Delma.Garcia@tonation-nnsn.gov

Or please contact TERO Commission Chairperson at 520-383-5260/520-471-4310



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: June 13, 2022

CLOSING DATE: June 24, 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

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

7563

JOB ANNOUNCEMENT

JOB TITLE: HUMAN RESOURCES ANALYST

SALARY: \$28.45 PER HOUR, PLUS BENEFITS

OPENING DATE: June 13, 2022

CLOSING DATE: June 24, 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

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs analytical professional human resources work and carries out responsibilities in one or more functional areas, such as staffing, employee relations, compensation, training, benefits, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Human Resources or closely related field and one year work experience in human resources, 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.

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

7743

JOB ANNOUNCEMENT

JOB TITLE: OFFICE SPECIALIST

SALARY: \$16.94* PER HOUR, PLUS BENEFITS

OPENING DATE: June 13, 2022

CLOSING DATE: June 24, 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.

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

7089

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT

SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: June 13, 2022

CLOSING DATE: June 24, 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: NR/WELL MAINTENANCE

JOB LOCATION: Sells, AZ

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

SCOPE OF WORK: To repair and maintain the Nation's wells and provide other services to Nation's members.

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.