

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 August 15 - August 19, 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 | 08/26/22 | \$ 171,129.30 |
| 7558 | Gaming | Legal Counsel, Gaming | | 04/04/22 | Open Until Filled | \$ 115,276.93 |
| 7363 | Gaming (Glendale) | Office Specialist | CL/CR | 05/09/22 | 08/26/22 | \$ 16.94 |
| 7732 | Advocate | Office Specialist | CL/CR | 07/04/22 | 08/26/22 | \$ 16.94 |
| 7925 | Office of Attorney General | Records Information Systems Technician | CR | 07/18/22 | 08/26/22 | \$ 19.65 |
| 7810 | Gaming (Tucson) | Gaming Inspector | CR | 08/01/22 | 08/26/22 | \$ 22.23 |
| 7845 | Office of Attorney General | Assistant Attorney General (CL IV) | CL | 08/01/22 | 08/26/22 | \$ 158,910.54 |
| 7733 | Office of the Prosecutor | Attorney Prosecutor | CL | 08/01/22 | 08/26/22 | \$ 94,613.17 |
| 7952 | Advocate | Advocate Attorney, Senior (Part-Time) | | 08/08/22 | 08/19/22 | \$ 52,217.57 |
| Education | | | | | | |
| 7066 | Recreation (Menager's Dam) | Recreation Aide | | 08/16/21 | 08/26/22 | \$ 13.57 |
| 7020 | Early Childhood Headstart (Vaya Chin) | Bus Driver/Custodian | | 01/31/22 | 08/26/22 | \$ 15.73 |
| 7682 | Recreation (Pisinemo) | Recreation Aide | | 04/18/22 | 08/26/22 | \$ 13.57 |
| 7094 | Early Childhood Headstart (Santa Rosa) | Child Care Specialist | | 05/30/22 | 08/26/22 | \$ 13.57 |
| 7623 | Recreation (Menager's Dam) | Custodial/Grounds Worker | | 08/08/22 | 08/19/22 | \$ 13.57 |
| 7950 | Early Childhood Headstart (San Xavier) | Cook Aide | | 08/08/22 | 08/19/22 | \$ 14.61 |
| 7009 | Recreation (San Xavier) | Recreation Specialist | | 08/08/22 | 08/19/22 | \$ 14.61 |
| 7902 | Education Assistance Program | Office Specialist | CL/CR | 08/08/22 | 08/19/22 | \$ 16.94 |
| General Support Services | | | | | | |
| 7795 | Department of Information and Technology | Systems Administrator, Senior | | 11/22/21 | 08/26/22 | \$ 79,594.74 |
| 7829 | Human Resources (TON Health Care) | Human Resources Licensing Analyst | | 01/10/22 | 08/26/22 | \$ 22.78 |
| 7862 | Human Resources | Training Coordinator | | 03/07/22 | 08/26/22 | \$ 24.54 |
| 7820 | Department of Information and Technology | Network Technician | CL | 03/21/22 | 08/26/22 | \$ 24.54 |
| 7871 | Grants and Contracts (2 Positions) | Contract Specialist | | 04/04/22 | 08/26/22 | \$ 59,183.07 |
| 7904 | Accounting | Budget Analyst | | 05/23/22 | 08/26/22 | \$ 59,183.07 |
| 7910 | Facility Management | HVAC Technician | | 07/04/22 | 08/26/22 | \$ 21.16 |
| 7826 | Grants and Contracts | Senior Accountant | | 07/11/22 | 08/19/22 | \$ 72,108.82 |
| 7926 | Human Resources | Safety Coordinator | | 07/18/22 | 08/26/22 | \$ 59,183.07 |
| 7927 | Human Resources | Benefits Specialist | | 07/18/22 | 08/26/22 | \$ 21.16 |
| 7790 | Accounting | Principal Accountant | | 07/25/22 | 08/19/22 | \$ 59,183.07 |
| 7929 | Accounting | Budget Manager | | 08/08/22 | 08/19/22 | \$ 79,594.74 |
| Membership | | | | | | |
| 7864 | Enrollment | Records Clerk | CR | 04/11/22 | 08/26/22 | \$ 15.73 |
| Health and Human Services | | | | | | |
| 7263 | Community Health Services | Registered Nurse | | 11/16/20 | 08/26/22 | \$ 33.00 |
| 7855 | Health Transportation Services (2 Positions) | Transit Driver (Ak Chin) | | 03/07/22 | 08/26/22 | \$ 15.73 |
| 7884 | Behavioral Health | Director of Clinical Services | | 04/25/22 | 08/26/22 | \$ 94,613.17 |
| 7710 | Senior Services | Program Coordinator | TOLR | 05/16/22 | 08/26/22 | \$ 23.35 |
| 7890 | Behavioral Health | Case Manager | | 05/16/22 | 08/26/22 | \$ 53,616.99 |
| 7891 | Behavioral Health | Administrative Assistant | CR | 05/16/22 | 08/26/22 | \$ 18.24 |
| 7892 | Behavioral Health | Prevention Specialist | | 05/16/22 | 08/26/22 | \$ 24.54 |

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|------|-----------------------------------------------|---------------------------------|-------|----------|----------|----|-----------|
| 7897 | Child Welfare | Cook | | 05/16/22 | 08/26/22 | \$ | 15.73 |
| 7900 | Health Transportation Services | Transit Dispatcher | CR | 05/16/22 | 08/26/22 | \$ | 16.94 |
| 7775 | Behavioral Health | Counselor, Senior | | 05/30/22 | 08/26/22 | \$ | 23.94 |
| 7668 | Community Health Services | Community Health Representative | | 05/30/22 | 08/26/22 | \$ | 15.73 |
| 7707 | Child Welfare | Case Manager | | 06/06/22 | 08/26/22 | \$ | 53,616.99 |
| 7898 | Senior Services | Case Manager Aide | TOLR | 06/27/22 | 08/19/22 | \$ | 16.94 |
| 7885 | Senior Services | Cook | | 07/04/22 | 08/26/22 | \$ | 15.73 |
| 7913 | Senior Services | Case Manager | TOLR | 07/11/22 | 08/19/22 | \$ | 53,616.99 |
| 7914 | Behavioral Health | Behavioral Health Therapist | | 07/18/22 | 08/26/22 | \$ | 59,183.07 |
| 7915 | Behavioral Health | Behavioral Health Therapist | | 07/18/22 | 08/26/22 | \$ | 59,183.07 |
| 7916 | Behavioral Health | Behavioral Health Therapist | | 07/18/22 | 08/26/22 | \$ | 59,183.07 |
| 7918 | Behavioral Health | Treatment Coordinator | | 07/18/22 | 08/26/22 | \$ | 53,616.99 |
| 7919 | Behavioral Health | Office Specialist | CL/CR | 07/18/22 | 08/26/22 | \$ | 16.94 |
| 7930 | Family Assistance | Office Specialist | CL/CR | 07/25/22 | 08/19/22 | \$ | 16.94 |
| 7931 | Community Health Services/WIC | Nutrition Specialist | CL | 07/25/22 | 08/19/22 | \$ | 21.16 |
| 7932 | Community Health Services | Community Health Representative | | 07/25/22 | 08/19/22 | \$ | 15.73 |
| 7934 | Behavioral Health (Sawkud Ke:k) | Transit Driver | | 08/01/22 | 08/26/22 | \$ | 15.73 |
| 7940 | Behavioral Health (GuVo) | Transit Driver | | 08/01/22 | 08/26/22 | \$ | 15.73 |
| 7935 | Behavioral Health (Sawkud Ke:k) | Counselor Specialist | | 08/01/22 | 08/26/22 | \$ | 22.78 |
| 7939 | Behavioral Health (GuVo) | Counselor Specialist | | 08/01/22 | 08/26/22 | \$ | 22.78 |
| 7936 | Behavioral Health (Sawkud Ke:k) | Counselor Aide | | 08/01/22 | 08/26/22 | \$ | 14.61 |
| 7937 | Behavioral Health (Sawkud Ke:k) | Counselor | | 08/01/22 | 08/26/22 | \$ | 21.16 |
| 7938 | Behavioral Health (Sawkud Ke:k) | Treatment Coordinator | | 08/01/22 | 08/26/22 | \$ | 53,616.99 |
| 7941 | Child Welfare (Sells/San Simon) (2 Positions) | Group Home Worker | | 08/01/22 | 08/26/22 | \$ | 16.94 |
| 7943 | Child Welfare (Sells) (3 Positions) | Case Manager | | 08/01/22 | 08/26/22 | \$ | 53,616.99 |
| 7757 | Child Welfare | Case Manager | | 08/08/22 | 08/19/22 | \$ | 53,616.99 |

Planning

| | | | | | | | | |
|------|----------------|--------------------------|-----|----|----------|----------|----|-------|
| 7006 | Administration | Administrative Assistant | NEW | CR | 08/15/22 | 08/26/22 | \$ | 18.24 |
|------|----------------|--------------------------|-----|----|----------|----------|----|-------|

Natural Resources

| | | | | | | | | |
|------|--------------------------------------|-------------------------------------------------|-------|--|----------|----------|----|-----------|
| 7842 | Veterinary Program | Veterinarian | | | 02/14/22 | 08/26/22 | \$ | 99,402.99 |
| 7869 | Range Conservation & Management | Geographic Information Systems (GIS) Specialist | | | 03/28/22 | 08/26/22 | \$ | 24.54 |
| 7743 | Soil and Water Conservation District | Office Specialist | CL/CR | | 06/13/22 | 08/26/22 | \$ | 16.94 |
| 7089 | Well Maintenance | Administrative Assistant | CR | | 06/13/22 | 08/26/22 | \$ | 18.24 |
| 7186 | Solid Waste Management | Heavy Equipment Operator | | | 06/20/22 | 08/26/22 | \$ | 22.78 |
| 7496 | Well Maintenance | Well Maintenance Technician | | | 07/04/22 | 08/26/22 | \$ | 19.65 |
| 7777 | Solid Waste Management | Solid Waste Crew Leader | | | 08/08/22 | 08/19/22 | \$ | 18.24 |

Public Safety

| | | | | | | | | |
|------|-------------------------------|----------------------------------|-------|--|----------|----------|----|-------|
| 7167 | Corrections | Corrections Support Specialist | | | 07/26/21 | 08/26/22 | \$ | 18.24 |
| 7793 | Corrections | Maintenance Technician | | | 11/15/21 | 08/26/22 | \$ | 19.65 |
| 7657 | Law Enforcement | Records Clerk, Senior | CL/CR | | 05/23/22 | 08/26/22 | \$ | 20.14 |
| 7385 | Law Enforcement | Administrative Assistant, Senior | CR | | 07/04/22 | 08/26/22 | \$ | 21.16 |
| 7462 | Law Enforcement | Receptionist | CR | | 07/11/22 | 08/19/22 | \$ | 15.73 |
| 7248 | Law Enforcement (2 Positions) | Financial Crimes Investigator | | | 08/01/22 | 08/26/22 | \$ | 33.00 |

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

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

Equal Employment Opportunity and Indian Preference Employer Page 2 of 3

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

[Employee Application - Tohono O'odham Community College \(tocc.edu\)](#)

For more information on vacant positions, please visit our website. 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

[BambooHR](#)

For more information on vacant positions, please visit our website or contact the Human Resources Manager at 520-383-2202.

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

JOB TITLE: Maintenance Technician **SALARY:** \$17.83 **CLOSING DATE:** July 22, 2022

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

[ASDM Job Opportunities \(desertmuseum.org\)](#)

For more information on vacant positions, please visit the Arizona Sonora Desert Museum website.

Gu Achi District

JOB TITLE: GAD Laborer **SALARY:** \$15.04/hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Store Manager **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

For more information on vacant position contact Gu Achi District Office at 520-361-2404

Tohono O'odham Judicial Branch

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

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

San Xavier Cooperative Farm

[We're Hiring | San Xavier Co-Op Farm \(sanxaviercoop.org\)](#)

For more information on vacant positions, please visit our website or contact San Xavier Cooperative Farm at 520-295-3774.

Send current resume to OutReach@SanXavierCoop.Org