

# 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 September 12 - September 16, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
<b>Executive</b>						
7212	Office of Attorney General	Deputy Attorney General		03/07/22	09/23/22	\$ 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	09/23/22	\$ 16.94
7810	Gaming (Tucson)	Gaming Inspector	CR	08/01/22	09/23/22	\$ 22.23
7845	Office of Attorney General	Assistant Attorney General (CL IV)	CL	08/01/22	09/23/22	\$ 158,910.54
7952	Advocate	Advocate Attorney, Senior (Part-Time)		08/08/22	09/16/22	\$ 52,217.57
7076	Gaming (Tucson)	Office Specialist	CL/CR	08/22/22	09/16/22	\$ 16.94
7595	Veterans Affairs	Program Coordinator		08/29/22	09/23/22	\$ 48,574.45
7617	Office of the Treasurer	Office Specialist RE-AD	CL/CR	09/12/22	09/23/22	\$ 16.94
<b>Education</b>						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	09/23/22	\$ 13.57
7020	Early Childhood Headstart (Vaya Chin)	Bus Driver/Custodian		01/31/22	09/23/22	\$ 15.73
7950	Early Childhood Headstart (San Xavier)	Cook Aide		08/08/22	09/16/22	\$ 14.61
7009	Recreation (San Xavier)	Recreation Specialist		08/08/22	09/16/22	\$ 14.61
7214	Early Childhood Headstart (Vaya Chin)	Cook		08/22/22	09/16/22	\$ 15.73
7839	Early Childhood Headstart (Pisinimo)	Child Care Specialist		09/05/22	09/16/22	\$ 13.57
7838	Early Childhood Headstart (San Xavier)	Child Care Specialist		09/05/22	09/16/22	\$ 13.57
<b>General Support Services</b>						
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	09/23/22	\$ 22.78
7862	Human Resources	Training Coordinator		03/07/22	09/23/22	\$ 24.54
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	09/23/22	\$ 59,183.07
7904	Accounting	Budget Analyst		05/23/22	09/23/22	\$ 59,183.07
7910	Facility Management	HVAC Technician		07/04/22	09/23/22	\$ 21.16
7826	Grants and Contracts	Senior Accountant		07/11/22	09/16/22	\$ 72,108.82
7926	Human Resources	Safety Coordinator		07/18/22	09/23/22	\$ 59,183.07
7927	Human Resources	Benefits Specialist		07/18/22	09/23/22	\$ 21.16
7790	Accounting	Principal Accountant		07/25/22	09/16/22	\$ 59,183.07
7349	Department of Information and Technology	Network Administrator		08/22/22	09/16/22	\$ 72,108.82
7956	Motor Pool	Fleet Mechanic		08/22/22	09/16/22	\$ 22.78
7882	Accounting	Purchasing Agent		08/22/22	09/16/22	\$ 59,183.07
7820	Department of Information and Technology	Network Technician RE-AD	CL	09/12/22	09/23/22	\$ 24.54
<b>Membership</b>						
7864	Enrollment	Records Clerk	CR	04/11/22	09/23/22	\$ 15.73
<b>Health and Human Services</b>						
7855	Health Transportation Services (2 Positions)	Transit Driver (Ak Chin)		03/07/22	09/23/22	\$ 15.73
7884	Behavioral Health	Director of Clinical Services		04/25/22	09/23/22	\$ 94,613.17
7890	Behavioral Health	Case Manager		05/16/22	09/23/22	\$ 53,616.99
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	09/23/22	\$ 18.24
7892	Behavioral Health	Prevention Specialist		05/16/22	09/23/22	\$ 24.54
7897	Child Welfare	Cook		05/16/22	09/23/22	\$ 15.73
7775	Behavioral Health	Counselor, Senior		05/30/22	09/23/22	\$ 23.94
7707	Child Welfare	Case Manager		06/06/22	09/23/22	\$ 53,616.99

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

Equal Employment Opportunity and Indian Preference Employer Page 1 of 4

7914	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$ 59,183.07
7915	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$ 59,183.07
7916	Behavioral Health	Behavioral Health Therapist		07/18/22	09/23/22	\$ 59,183.07
7918	Behavioral Health	Treatment Coordinator		07/18/22	09/23/22	\$ 53,616.99
7919	Behavioral Health	Office Specialist	CL/CR	07/18/22	09/23/22	\$ 16.94
7930	Family Assistance	Office Specialist	CL/CR	07/25/22	09/16/22	\$ 16.94
7934	Behavioral Health (Sawkud Ke:k)	Transit Driver		08/01/22	09/23/22	\$ 15.73
7940	Behavioral Health (GuVo)	Transit Driver		08/01/22	09/23/22	\$ 15.73
7935	Behavioral Health (Sawkud Ke:k)	Counselor Specialist		08/01/22	09/23/22	\$ 22.78
7939	Behavioral Health (GuVo)	Counselor Specialist		08/01/22	09/23/22	\$ 22.78
7936	Behavioral Health (Sawkud Ke:k)	Counselor Aide		08/01/22	09/23/22	\$ 14.61
7937	Behavioral Health (Sawkud Ke:k)	Counselor		08/01/22	09/23/22	\$ 21.16
7938	Behavioral Health (Sawkud Ke:k)	Treatment Coordinator		08/01/22	09/23/22	\$ 53,616.99
7941	Child Welfare (Sells/San Simon) (2 Positions)	Group Home Worker		08/01/22	09/23/22	\$ 16.94
7943	Child Welfare (Sells) (3 Positions)	Case Manager		08/01/22	09/23/22	\$ 53,616.99
7757	Child Welfare	Case Manager		08/08/22	09/16/22	\$ 53,616.99
7893	Behavioral Health (4 Positions)	Peer Specialist		08/22/22	09/16/22	\$ 14.61
7850	Child Welfare	Case Manager		08/22/22	09/16/22	\$ 53,616.99
7877	Family Preservation	Program Coordinator		08/22/22	09/16/22	\$ 23.35
7503	Health Transportation Services (San Simon)	Transit Driver		09/05/22	09/16/22	\$ 15.73
7857	Health Transportation Services (San Simon)	Transit Driver		09/05/22	09/16/22	\$ 15.73
7788	Health Transportation Services (Ak Chin)	Transit Driver		09/05/22	09/16/22	\$ 15.73
7786	Health Transportation Services (San Lucy)	Transit Driver		09/05/22	09/16/22	\$ 15.73
7899	Health Transportation Services	Transit Dispatcher		09/05/22	09/16/22	\$ 16.94
7964	Health Transportation Services (San Lucy)	Transit Dispatcher	NEW CR	09/12/22	09/23/22	\$ 16.94
<b>Planning</b>						
7006	Administration	Administrative Assistant	CR	08/15/22	09/23/22	\$ 18.24
<b>Natural Resources</b>						
7842	Veterinary Program	Veterinarian		02/14/22	09/23/22	\$ 99,402.99
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	09/23/22	\$ 24.54
7743	Soil and Water Conservation District	Office Specialist	CL/CR	06/13/22	09/23/22	\$ 16.94
7186	Solid Waste Management	Heavy Equipment Operator		06/20/22	09/23/22	\$ 22.78
7962	Cultural Center & Museum	Maintenance Technician		08/29/22	09/23/22	\$ 19.65
7843	Veterinary Program	Veterinarian Technician	RE-AD	09/12/22	09/23/22	\$ 19.65
<b>Public Safety</b>						
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	09/23/22	\$ 20.14
7385	Law Enforcement	Administrative Assistant, Senior	CR	07/04/22	09/23/22	\$ 21.16
7462	Law Enforcement	Receptionist	CR	07/11/22	09/16/22	\$ 15.73
7248	Law Enforcement (2 Positions)	Financial Crimes Investigator		08/01/22	09/23/22	\$ 33.00
7961	Environmental Protection Office	Environmental Specialist	CL	08/29/22	09/23/22	\$ 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
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](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

[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

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

[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](mailto:OutReach@SanXavierCoop.Org)

##### Chukut Kuk District

**JOB TITLE:** Receptionist **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Accounting Clerk **CLOSING DATE:** September 16, 2022

**JOB TITLE:** Activity Coordinator **CLOSING DATE:** September 16, 2022

To apply contact the Chukut Kuk District Office at 520-383-2080.

[ckoffice@chukut-kuk.org](mailto:ckoffice@chukut-kuk.org)

##### Native SOAR (Student Outreach, Access and Resiliency)

[https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdiGpGVfpF5BwPR\\_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGu](https://arizona.csod.com/ux/ats/careersite/4/home/requisition/11369?c=arizona&fbclid=IwAR0FTtoFARzNdiGpGVfpF5BwPR_2BHbui6zCq9x2AXSobtzZ1FY4-94DRGu)

For more information, please call 520-626-4727 or email

[agnes@arizona.edu](mailto:agnes@arizona.edu)

**Sif-Oidak District**

**JOB TITLE:** Administrative Assistant **SALARY:** \$19.35/hour **CLOSING DATE:** September 29, 2022

To apply contact the Sif-Oidak District at 520-361-2360 or email

[sif.oidak@toua.net](mailto:sif.oidak@toua.net)



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

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

7617

## JOB ANNOUNCEMENT

**JOB TITLE:** OFFICE SPECIALIST

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

**OPENING DATE:** September 12, 2022

**CLOSING DATE:** September 23, 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:** EXEC/OFFICE OF THE TREASURER

**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 safeguard the Nation's assets through a system of procedures and internal controls.

### 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

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7820

## JOB ANNOUNCEMENT

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

**OPENING DATE:** September 12, 2022

**CLOSING DATE:** September 23, 2022

*NOTE: To ensure consideration, apply within the first 5 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Network Technician level is met.*

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

**HRS/WK:** Non-Exempt

**DEPARTMENT:** GSS/INFORMATION & TECHNOLOGY

**JOB LOCATION:** Sells/Tucson, AZ

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

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Computer Sciences or closely related field; and four years work experience in supporting end-user networks in a Microsoft environment, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Upon recommendation for hire a criminal background check is required to determine suitability for hire, including a 39-month Motor Vehicle Record.
- May require possessing and maintaining a valid driver's license, (no DUIs or major traffic citations within the last three years).
- If required, must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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

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7964

## JOB ANNOUNCEMENT

**JOB TITLE:** TRANSIT DISPATCHER  
**SALARY:** \$16.94 PER HOUR, PLUS BENEFITS

**OPENING DATE:** September 12, 2022

**CLOSING DATE:** September 23, 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:** HHS/HEALTH TRANSPORTATION SERVICES

**JOB LOCATION:** San Lucy, AZ

**POSITION SUMMARY:** Under general supervision, communicates and coordinates the routes and schedules of non-emergency medical transportation for clients on and off the Tohono O'odham Nation.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years of work experience in dispatch communications; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 30 Words Per Minute and demonstrate 60% proficiency in grammar, spelling and math.
- 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.
- 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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7843

## JOB ANNOUNCEMENT

**JOB TITLE:** VETERINARIAN TECHNICIAN

**SALARY:** \$19.65 PER HOUR, PLUS BENEFITS

**OPENING DATE:** September 12, 2022

**CLOSING DATE:** September 23, 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/VETERINARY PROGRAM

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, provides clinical and administrative veterinary support to the Veterinarian; assists the Veterinarian with disease diagnosis, control and eradication, and animal health care activities.

### MINIMUM QUALIFICATIONS:

- Associate's Degree in Veterinary Science, and three years' work experience directly related to the duties and responsibilities specified, 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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