

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 July 6 - July 9, 2021

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY21 Salary
Executive						
7591	Advocate	Advocate	CL	02/08/21	07/09/21	\$ 52,308.88
7733	Prosecutor	Attorney Prosecutor		06/07/21	Until Filled	\$ 92,304.78
7284	Treasury	Cashier II		06/28/21	07/09/21	\$ 17.79
7717	Gaming Office (Glendale - 3 Positions)	Gaming Inspector NEW	CR	07/06/21	07/16/21	\$ 23.93
Education						
7697	One Stop	Career & Employment Specialist		03/22/21	07/09/21	\$ 20.64
7015	Education Assistance Program (2 Positions)	Education Assistance Specialist		06/28/21	07/09/21	\$ 17.36
7278	Recreation	Recreation Specialist (MD)		06/28/21	07/09/21	\$ 14.25
General Support Services						
4243	Information Technology (2 Positions)	Clinical Applications Coordinator		04/05/21	07/09/21	\$ 85,714.10
7679	Accounting	Accounting Clerk	CL	05/17/21	07/09/21	\$ 16.53
7725	Facilities Management	Custodial/Grounds Worker		05/17/21	07/09/21	\$ 13.23
7537	Facilities Management	Maintenance Technician		06/28/21	07/09/21	\$ 19.16
7111	Accounting	Accounting Specialist		06/21/21	07/16/21	\$ 20.64
7547	Grants and Contracts	Principal Accountant		06/28/21	07/09/21	\$ 57,739.14
Health and Human Services						
7666	Community Health	Program Supervisor		11/16/20	07/09/21	\$ 57,739.14
7263	Community Health	Registered Nurse		11/16/20	07/09/21	\$ 32.19
7723	Health Transportation Services	Program Coordinator		05/03/21	07/09/21	\$ 22.78
7728	Health Transportation Services	Office Specialist	CL	05/17/21	07/09/21	\$ 16.53
7734	Family Assistance	Program Manager, Senior		06/07/21	07/09/21	\$ 77,652.85
7736	Management of Health	Security Guard		06/21/21	07/16/21	\$ 15.35
7739	Management of Health	Epidemiologist		06/28/21	07/09/21	\$ 101,887.14
Planning and Economic Development						
7565	Administration	Project Specialist		06/01/21	07/09/21	\$ 22.23
Natural Resources						
7186	Solid Waste	Heavy Equipment Operator		04/05/21	07/09/21	\$ 22.23

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
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Corrections	Corrections Officer (CL) (CR)	Open Continuous
Police Department	Ranger (CL)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

JOB TITLE: Accounting Technician **SALARY:** \$16.12-\$18.00/hour

JOB TITLE: Adjunct Instructor - Tohono O'odham Language (PHX Center) **SALARY:** \$1000 per credit hour

JOB TITLE: Administrative Assistant-Finance **SALARY:** \$15.00/hour

JOB TITLE: Administrative Assistant-Student Services/Student Life **SALARY:** \$15.00/hour

JOB TITLE: Financial Aid Technician (Temporary) **SALARY:** \$16.12/hour

JOB TITLE: IT Support Technician **SALARY:** \$19.50/hour

JOB TITLE: Language Specialist **SALARY:** \$18.27/hour

JOB TITLE: Physics Instructor **SALARY:** \$47,701-\$53,730 annual (DOE)

JOB TITLE: Receptionist **SALARY:** \$15.00/hour

JOB TITLE: Security Guard **SALARY:** \$15.00/hour

JOB TITLE: Tutor (Part-Time/Temporary) **SALARY:** \$13.09-\$21.25/Hour

For more information on the vacant positions contact mwidener@tocc.edu or visit the link below for online application

[TOHONO O'ODHAM COMMUNITY COLLEGE Jobs](#)

P.O. Box 3129 Sells, Arizona 85634 - **Phone:** (520) 383-8401 ext. 49 - **Fax:** (520) 383-0029

CDFI

JOB TITLE: VITA Assistant Coordinator **SALARY:** DOE **CLOSING DATE:** Open Until Filled

To apply contact CDFI-Phone: 520-383-0790 Email: cdfi.ton@toca.net

Tohono O'odham Ki:Ki Association

JOB TITLE: Rough/Finish Carpenter **SALARY:** \$24.00 per hour **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Project Manager/Biologist **SALARY:** DOE **CLOSING DATE:** OPEN UNTIL FILLED

Attn: Human Resources Manager PO Box 790 Sells, AZ. 85634

employment@tokahousing.org

San Xavier Cooperative Association

JOB TITLE: Farm Manager - **Salary:** DOE - **Closing Date:** Open Until Filled

For any questions regarding the vacant positions, please contact

San Xavier Cooperative Association at (520) 295-3774 or email: SXCA@sanxaviercoop.org

Schuk Toak District

JOB TITLE: Treasurer - **Salary:** \$50,997.44 - **Closing Date:** July 28, 2021

JOB TITLE: Elder Program Cook (Perm/Part Time-24hours/week) - **Salary:** \$15,350.40 - **Closing Date:** July 28, 2021

Schuk Toak District Office at (520) 383-4660.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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7717
7718
7158

JOB ANNOUNCEMENT

JOB TITLE: GAMING INSPECTOR
SALARY: \$23.93 PER HOUR, PLUS BENEFITS

OPENING DATE: July 6, 2021

CLOSING DATE: July 16, 2021

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: 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.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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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