

EXHIBIT 4

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 April 11 - April 15, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	04/15/22	\$
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/15/22	\$
7732	Advocate	Office Specialist	CL/CR	03/07/22	04/15/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/15/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	04/22/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	04/22/22	\$
7077	Gaming	Administrative Assistant	CR	03/21/22	04/15/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	NEW TOLR	04/11/22	04/22/22	\$ 53,616.99
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/15/22	\$
7554	One Stop	Program Coordinator		08/09/21	04/15/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/15/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	04/22/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/15/22	\$
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	04/22/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	04/15/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	04/22/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	04/22/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	04/22/22	\$
7878	Early Childhood Headstart	Program Manager, Senior	NEW	04/11/22	04/22/22	\$
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	04/15/22	\$
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	04/22/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	04/22/22	\$
7826	Grants and Contracts	Senior Accountant		12/20/21	04/22/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	04/15/22	\$
7641	Department of Information and Technology	PC Technician	CL	02/07/22	04/15/22	\$
7357	Accounting	Accounting Clerk		02/21/22	04/15/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/15/22	\$
7862	Human Resources	Training Coordinator		03/07/22	04/15/22	\$
7865	Human Resources (TON Health Care)	Human Resources Specialist		03/14/22	04/22/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	04/15/22	\$
7867	Department of Information and Technology	Help Desk Specialist		03/28/22	04/22/22	\$
7870	Accounting	Senior Accountant		04/04/22	04/15/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	04/15/22	\$
7874	Department of Information and Technology	Systems Administrator	NEW	04/11/22	04/22/22	\$
7819	Facility Management	Custodial/Grounds Worker	NEW	04/11/22	04/22/22	\$
Membership						
7864	Enrollment	Records Clerk	NEW CR	04/11/22	04/22/22	\$

Health and Human Services							
7263	Community Health Services	Registered Nurse		11/16/20	04/15/22	\$	
7807	Senior Services	Cook Aide		12/06/21	04/22/22	\$	
7815	Community Health Services	Certified Nurses Assistant		12/06/21	04/22/22	\$	
7666	Community Health Services	Program Supervisor		12/06/21	04/22/22	\$	
7800	Child Welfare	Human Services Investigator		02/21/22	04/15/22	\$	
7852	Child Welfare	Group Home Worker		02/28/22	04/22/22	\$	
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	04/15/22	\$	
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/15/22	\$	
7753	Adult Protective Services	Program Manager, Senior		03/14/22	04/22/22	\$	
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	04/15/22	\$	
7728	Health Transportation Services	Office Specialist	NEW	CL/CR	04/11/22	04/22/22	\$
7875	Child Welfare	Case Manager, Aide		NEW	04/11/22	04/22/22	\$
7876	Family Preservation (2 Positions)	Program Coordinator		NEW	04/11/22	04/22/22	\$
Planning							
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$	
7565	Administration	Project Specialist		03/28/22	04/22/22	\$	
7486	Real Estate Management Program	Realty Specialist		04/04/22	04/15/22	\$	
7731	Administration	Project Administrator	NEW	04/11/22	Open Until Filled	\$	
Natural Resources							
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	04/22/22	\$	
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	04/15/22	\$	
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/15/22	\$	
7342	Cultural Center and Museum	Museum Curator, Education		12/13/21	04/15/22	\$	
7842	Veterinary Program	Veterinarian		02/14/22	04/22/22	\$	
7843	Veterinary Program	Veterinarian Technician		02/14/22	04/22/22	\$	
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	04/15/22	\$	
7743	Soil & Water Conservation District	Office Specialist	CL/CR	03/21/22	04/15/22	\$	
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	04/22/22	\$	
7422	Livestock Facilities	Utility Worker		04/04/22	04/15/22	\$	
Public Safety							
7167	Corrections	Corrections Support Specialist		07/26/21	04/15/22	\$	
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/15/22	\$	
7793	Corrections	Maintenance Technician		11/15/21	04/15/22	\$	
Water Resources							
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	04/22/22	\$	

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:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Finance SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Language Specialist SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Academic Advisor Coordinator SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Data Entry Clerk SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Facilities Maintenance Technician I SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Human Resources Director SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Apprenticeship Director SALARY:	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: 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:	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 a
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

JOB TITLE: Docent Coordinator SALARY:	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Maintenance Technician SALARY:	CLOSING DATE: OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264

https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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

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:** **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 vacnt positions, please visit our website or call 520-383-6300

<https://tojcnnsn.gov/about/>



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

7831

JOB ANNOUNCEMENT

JOB TITLE: CULTURAL AFFAIRS DIRECTOR
SALARY: \$53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: April 11, 2022

CLOSING DATE: April 22, 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: EXEC/HEWEL NI'OK

JOB LOCATION: Covered Wells, AZ

POSITION SUMMARY: Under general direction, responsible for the compilation of pre-existing Tohono O'odham recorded media as well as originating programming which promotes knowledge of Tohono O'odham Culture and use of the Tohono O'odham Language and is responsible or delegates the responsibility to translate regularly scheduled news programs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Broadcasting or closely related field, and one year work experience in program evaluation, acquisition and scheduling for radio or television, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Demonstrated knowledge of Tohono O'odham Himdag.
- 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 are 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

7252

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JOB ANNOUNCEMENT

JOB TITLE: ON-AIR ANNOUNCER/BOARD OPERATOR

SALARY: \$18.24 PER HOUR, PLUS BENEFITS

OPENING DATE: November 8, 2021

CLOSING DATE: November 19, 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: EXEC/HEWEL NI'OK

JOB LOCATION: Covered Wells, AZ

POSITION SUMMARY: Under close supervision, provides a "voice" for HN's general programming. Responsible for keeping in compliance with Federal Communications Commission (FCC) programming regulations and standards.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months experience in a broadcasting field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must submit a 30 minute CD demo.
- Must have a pleasant and well-controlled voice and excellent pronunciation.
- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- 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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PLEASE POST

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Executive						
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7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/29/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/29/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	04/22/22	\$ 18.24
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7077	Gaming	Administrative Assistant	CR	03/21/22	04/29/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	04/22/22	\$ 53,616.99
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/29/22	\$
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7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/29/22	\$
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7582	One Stop	Office Specialist	CL/CR	03/28/22	04/22/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	04/22/22	\$
7878	Early Childhood Headstart	Program Manager, Senior		04/11/22	04/22/22	\$
7602	Recreation (Sells)	Recreation Program Coordinator	NEW	04/18/22	04/29/22	\$
7682	Recreation (Pisinemo)	Recreation Aide	NEW	04/18/22	04/29/22	\$
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	04/29/22	\$
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	04/22/22	\$
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7422	Livestock Facilities	Utility Worker		04/04/22	04/29/22	\$
7019	Solid Waste Management	Receptionist	RE-AD CR	04/18/22	04/29/22	\$
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	04/29/22	\$
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/29/22	\$
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Corrections	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

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JOB TITLE: Tutor (Part-time/Temporary)	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Finance	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Language Specialist	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Academic Advisor Coordinator	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Data Entry Clerk	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Facilities Maintenance Technician I	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Apprenticeship Director	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Technical Support Manager	SALARY: \$	hourly	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: 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: \$ hourly | 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: Docent Coordinator	SALARY: \$	DOE	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Maintenance Technician	SALARY: \$	hourly	CLOSING DATE: OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264

https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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

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:** **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 vacnt positions, please visit our website or call 520-383-6300

<https://tojic-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

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 April 25 - April 29, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	04/29/22	\$
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	04/29/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	04/29/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/06/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/06/22	\$
7077	Gaming	Administrative Assistant	CR	03/21/22	04/29/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	04/22/22	\$
7868	Gaming (3 Positions)	Gaming Inspector	NEW CR	04/25/22	05/06/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	04/29/22	\$
7554	One Stop	Program Coordinator		08/09/21	04/29/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	04/29/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/06/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	04/29/22	\$
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	05/06/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	04/29/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/06/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/06/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	05/06/22	\$
7602	Recreation (Sells)	Recreation Program Coordinator		04/18/22	04/29/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	04/29/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)	NEW	04/25/22	05/06/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)	NEW	04/25/22	05/06/22	\$
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	04/29/22	\$
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/06/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/06/22	\$
7826	Grants and Contracts	Senior Accountant		12/20/21	05/06/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	04/29/22	\$
7357	Accounting	Accounting Clerk		02/21/22	04/29/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	04/29/22	\$
7862	Human Resources	Training Coordinator		03/07/22	04/29/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	04/29/22	\$
7870	Accounting	Senior Accountant		04/04/22	04/29/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	04/29/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/06/22	\$
7819	Facility Management	Custodial/Grounds Worker		04/11/22	05/06/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	05/06/22	\$

Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	04/29/22	\$
7807	Senior Services	Cook Aide		12/06/21	05/06/22	\$
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/06/22	\$
7666	Community Health Services	Program Supervisor		12/06/21	05/06/22	\$
7800	Child Welfare	Human Services Investigator		02/21/22	04/29/22	\$
7852	Child Welfare	Group Home Worker		02/28/22	05/06/22	\$
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	04/29/22	\$
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	04/29/22	\$
7753	Adult Protective Services	Program Manager, Senior		03/14/22	05/06/22	\$
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	04/29/22	\$
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	05/06/22	\$
7875	Child Welfare	Case Manager, Aide		04/11/22	05/06/22	\$
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	05/06/22	\$
7884	Behavioral Health	Director of Clinical Services	NEW	04/25/22	05/06/22	\$
Planning						
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$
7565	Administration	Project Specialist		03/28/22	05/06/22	\$
7486	Real Estate Management Program	Realty Specialist		04/04/22	04/29/22	\$
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$
Natural Resources						
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	05/06/22	\$
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	04/29/22	\$
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	04/29/22	\$
7842	Veterinary Program	Veterinarian		02/14/22	05/06/22	\$
7843	Veterinary Program	Veterinarian Technician		02/14/22	05/06/22	\$
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	04/29/22	\$
7743	Soil & Water Conservation District	Office Specialist	CL/CR	03/21/22	04/29/22	\$
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	05/06/22	\$
7422	Livestock Facilities	Utility Worker		04/04/22	04/29/22	\$
7019	Solid Waste Management	Receptionist	CR	04/18/22	04/29/22	\$
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	04/29/22	\$
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	04/29/22	\$
7793	Corrections	Maintenance Technician		11/15/21	04/29/22	\$
Water Resources						
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	05/06/22	\$

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).

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Clerical testing will now be on-line only, please call Human Resources to schedule an appointment.

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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:**) hourly **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Assistant-Finance **SALARY:** our **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Language Specialist **SALARY:** ir **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor **SALARY:**) **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Academic Advisor Coordinator **SALARY:**) **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor **SALARY:** r **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Data Entry Clerk **SALARY:** our **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Facilities Maintenance Technician I **SALARY:** our **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Apprenticeship Director **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Technical Support Manager **SALARY:**) **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: 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:** ur **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
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

JOB TITLE: Docent Coordinator **SALARY:** 'DOE **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Maintenance Technician **SALARY:** ur **CLOSING DATE:** OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.
https://www.appone.com/MainInfoReq.asp?R_ID=4347264
https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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

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:** DOE **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://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

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 2 - May 6, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	05/13/22	\$ 1
7733	Office of the Prosecutor	Attorney Prosecutor	CL	02/07/22	05/13/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	05/13/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/06/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/06/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	05/06/22	\$ 53,616.99
7868	Gaming (3 Positions)	Gaming Inspector	CR	04/25/22	05/06/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	05/13/22	\$
7554	One Stop	Program Coordinator		08/09/21	05/13/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	05/13/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/06/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	05/13/22	\$
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	05/06/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	05/13/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/06/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/06/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	05/06/22	\$
7602	Recreation (Sells)	Recreation Program Coordinator		04/18/22	05/13/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	05/13/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	05/06/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	05/06/22	\$
General Support Services						
7790	Accounting	Principal Accountant		11/15/21	05/13/22	\$
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/06/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/06/22	\$
7826	Grants and Contracts	Senior Accountant		12/20/21	05/06/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	05/13/22	\$
7357	Accounting	Accounting Clerk		02/21/22	05/13/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	05/13/22	\$
7862	Human Resources	Training Coordinator		03/07/22	05/13/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	05/13/22	\$
7870	Accounting	Senior Accountant		04/04/22	05/13/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	05/13/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/06/22	\$
7819	Facility Management	Custodial/Grounds Worker		04/11/22	05/06/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	05/06/22	\$

Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	05/13/22	\$
7807	Senior Services	Cook Aide		12/06/21	05/06/22	\$
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/06/22	\$
7666	Community Health Services	Program Supervisor		12/06/21	05/06/22	\$
7800	Child Welfare	Human Services Investigator		02/21/22	05/13/22	\$
7852	Child Welfare	Group Home Worker		02/28/22	05/06/22	\$
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	05/13/22	\$
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	05/13/22	\$
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7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	05/13/22	\$
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	05/06/22	\$
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7884	Behavioral Health	Director of Clinical Services		04/25/22	05/06/22	\$
Planning						
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$
7565	Administration	Project Specialist		03/28/22	05/06/22	\$
7486	Real Estate Management Program	Realty Specialist		04/04/22	05/13/22	\$
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$
Natural Resources						
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	05/06/22	\$
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	05/13/22	\$
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	05/13/22	\$
7842	Veterinary Program	Veterinarian		02/14/22	05/06/22	\$
7843	Veterinary Program	Veterinarian Technician		02/14/22	05/06/22	\$
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	05/13/22	\$
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	05/06/22	\$
7019	Solid Waste Management	Receptionist	CR	04/18/22	05/13/22	\$
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	05/13/22	\$
7773	Law Enforcement	Registration/Notification Specialist		11/01/21	05/13/22	\$
7793	Corrections	Maintenance Technician		11/15/21	05/13/22	\$
Water Resources						
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	05/06/22	\$

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[Tohono Oodham Nation Jobs](#)

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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: \$12.00 hourly CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Language Specialist SALARY: \$14.00 hr CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Restaurant Manager Instructor SALARY: \$16.00 CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Bookstore Supervisor SALARY: \$14.00 CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Facilities Maintenance Technician I SALARY: \$12.00 CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Adjunct Instructor-Art SALARY: \$14.00 hr CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Technical Support Manager SALARY: \$16.00 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: 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: \$12.00 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 \$12.00
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

- JOB TITLE: Docent Coordinator SALARY: \$14.00 hr CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Maintenance Technician SALARY: \$12.00 hr CLOSING DATE: OPEN UNTIL FILLED

To apply visit Arizona Sonora Desert Museum website.

https://www.appone.com/MainInfoReq.asp?R_ID=4347264
https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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

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:** ur **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

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 9 - May 13, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	05/13/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	05/13/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/20/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/20/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	05/20/22	\$ 53,616.99
7868	Gaming (3 Positions)	Gaming Inspector	CR	04/25/22	05/20/22	\$
7363	Gaming (Glendale)	Office Specialist	NEW CL/CR	05/09/22	05/27/22	\$
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	NEW CR	05/09/22	05/20/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	05/13/22	\$
7554	One Stop	Program Coordinator		08/09/21	05/13/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	05/13/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/20/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	05/13/22	\$
7094	Early Childhood Headstart	Child Care Specialist (SR)		02/14/22	05/20/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	05/13/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/20/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/20/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	05/20/22	\$
7602	Recreation (Sells)	Recreation Program Coordinator		04/18/22	05/13/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	05/13/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	05/20/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	05/20/22	\$
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/20/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/20/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	05/13/22	\$
7357	Accounting	Accounting Clerk		02/21/22	05/13/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	05/13/22	\$
7862	Human Resources	Training Coordinator		03/07/22	05/13/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	05/13/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	05/13/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/20/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	05/20/22	\$
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	05/13/22	\$
7807	Senior Services	Cook Aide		12/06/21	05/20/22	\$
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/20/22	\$
7666	Community Health Services	Program Supervisor		12/06/21	05/20/22	\$

7800	Child Welfare	Human Services Investigator		02/21/22	05/13/22	\$
7852	Child Welfare	Group Home Worker		02/28/22	05/20/22	\$
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	05/13/22	\$
7857	Health Transportation Services (2 Positions)	Transit Driver (San Simon)		03/07/22	05/13/22	\$
7753	Adult Protective Services	Program Manager, Senior		03/14/22	05/20/22	\$
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	05/13/22	\$
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	05/20/22	\$
7875	Child Welfare	Case Manager, Aide		04/11/22	05/20/22	\$
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	05/20/22	\$
7884	Behavioral Health	Director of Clinical Services		04/25/22	05/20/22	\$
Planning						
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$
7565	Administration	Project Specialist		03/28/22	05/20/22	\$
7486	Real Estate Management Program	Realty Specialist		04/04/22	05/13/22	\$
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$
Natural Resources						
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	05/20/22	\$
7262	Solid Waste Management	Equipment Operator/Driver	CL	11/01/21	05/13/22	\$
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	05/13/22	\$
7842	Veterinary Program	Veterinarian		02/14/22	05/20/22	\$
7843	Veterinary Program	Veterinarian Technician		02/14/22	05/20/22	\$
7018	Solid Waste Management	Equipment Operator/Driver	CL	03/21/22	05/13/22	\$
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	05/20/22	\$
7019	Solid Waste Management	Receptionist	CR	04/18/22	05/13/22	\$
7342	Cultural Center and Museum	Museum Curator, Education	RE-AD	05/09/22	05/20/22	\$
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	05/13/22	\$
7793	Corrections	Maintenance Technician		11/15/21	05/13/22	\$
Water Resources						
7000	Water Resources	Geographic Information System (GIS) Analyst	CL	12/20/21	05/20/22	\$

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](#)

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Corrections	Corrections Officer (CL)	Open Continuous

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JOB TITLE: Tutor (Part-time/Temporary) **SALARY:** 5 (DOE) hourly **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Language Specialist **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Adjunct Instructor-Art **SALARY:** \$ **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Technical Support Manager **SALARY:** \$ **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Administrative Services-Education **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Project Specialist **SALARY:** **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: 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.

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JOB TITLE: Occasional Appointments (On an as needed basis/M-Th, 8-5) **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
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ADDUS Homecare

Personal care for in home clients. All new hires start at
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

JOB TITLE: Docent Coordinator **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
JOB TITLE: Maintenance Technician **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED
To apply visit Arizona Sonora Desert Museum website.
https://www.appone.com/MainInfoReq.asp?R_ID=4347264
https://www.appone.com/MainInfoReq.asp?R_ID=4343811

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.
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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:** **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

Tohono O'odham High School

JOB TITLE: School Counselor **SALARY:** **CLOSING DATE:** May 18, 2022

JOB TITLE: English Teacher **SALARY:** **CLOSING DATE:** May 18, 2022

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

Santa Rosa Day School

JOB TITLE: Gifted & Talent Teacher (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 17, 2022

JOB TITLE: Janitor **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Librarian (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Information Technology Technician (NTE 3 Years) **SALARY:** **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

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 16 - May 20, 2022

HR 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	05/13/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	05/13/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	05/20/22	\$ 18.24
7617	Office of the Treasurer	Office Specialist	CL/CR	03/14/22	05/20/22	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
7831	Hewel Ni'ok	Cultural Affairs Director	TOLR	04/11/22	05/20/22	\$ 53,616.99
7868	Gaming (3 Positions)	Gaming Inspector	CR	04/25/22	05/20/22	\$
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	05/27/22	\$
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	05/09/22	05/20/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	05/13/22	\$
7554	One Stop	Program Coordinator		08/09/21	05/13/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	05/13/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	05/20/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	05/13/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	05/13/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	05/20/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	05/20/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	05/20/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	05/13/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	05/20/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	05/20/22	\$
7351	Education Assistance Program (Tucson)	Office Specialist	NEW CL/CR	05/16/22	05/27/22	\$
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	05/20/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	05/20/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	05/13/22	\$
7357	Accounting	Accounting Clerk		02/21/22	05/13/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	05/13/22	\$
7862	Human Resources	Training Coordinator		03/07/22	05/13/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	05/13/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	05/13/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	05/20/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	05/20/22	\$
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	05/13/22	\$
7807	Senior Services	Cook Aide		12/06/21	05/20/22	\$
7815	Community Health Services	Certified Nurses Assistant		12/06/21	05/20/22	\$
7666	Community Health Services	Program Supervisor		12/06/21	05/20/22	\$
7800	Child Welfare	Human Services Investigator		02/21/22	05/13/22	\$
7852	Child Welfare	Group Home Worker		02/28/22	05/20/22	\$

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

Equal Employment Opportunity and Indian Preference Employer Page 1 of 4

7854	Health Transportation Services	(3 Positions)	Transit Driver (Ak Chin)		03/07/22	05/13/22	\$
7857	Health Transportation Services	(2 Positions)	Transit Driver (San Simon)		03/07/22	05/13/22	\$
7753	Adult Protective Services		Program Manager, Senior		03/14/22	05/20/22	\$
7873	Health Transportation Services		Transit Driver (San Lucy)		04/04/22	05/13/22	\$
7728	Health Transportation Services		Office Specialist	CL/CR	04/11/22	05/20/22	\$
7875	Child Welfare		Case Manager, Aide		04/11/22	05/20/22	\$
7876	Family Preservation	(2 Positions)	Program Coordinator		04/11/22	05/20/22	\$
7884	Behavioral Health		Director of Clinical Services		04/25/22	05/20/22	\$
7710	Senior Services		Program Coordinator	RE-AD	05/16/22	05/27/22	\$
7889	Behavioral Health		Program Manager	NEW	05/16/22	05/27/22	\$
7890	Behavioral Health		Case Manager	NEW	05/16/22	05/27/22	\$
7891	Behavioral Health		Administrative Assistant	NEW CR	05/16/22	05/27/22	\$
7892	Behavioral Health		Prevention Specialist	NEW	05/16/22	05/27/22	\$
7893	Behavioral Health	(4 Positions)	Peer Support Specialist	NEW	05/16/22	05/27/22	\$
7897	Child Welfare		Cook	NEW	05/16/22	05/27/22	\$
7900	Health Transportation Services		Transit Dispatcher	NEW CR	05/16/22	05/27/22	\$
Planning							
7789	Transportation Planning & Roads Inventory		Project Administrator		11/15/21	Open Until Filled	\$
7565	Administration		Project Specialist		03/28/22	05/20/22	\$
7486	Real Estate Management Program		Realty Specialist		04/04/22	05/13/22	\$
7731	Administration		Project Administrator		04/11/22	Open Until Filled	\$
Natural Resources							
7777	Solid Waste Management		Solid Waste Crew Leader		10/25/21	05/20/22	\$
7262	Solid Waste Management		Equipment Operator/Driver	CL	11/01/21	05/13/22	\$
7187	Solid Waste Management		Heavy Equipment Operator		11/01/21	05/13/22	\$
7842	Veterinary Program		Veterinarian		02/14/22	05/20/22	\$
7843	Veterinary Program		Veterinarian Technician		02/14/22	05/20/22	\$
7018	Solid Waste Management		Equipment Operator/Driver	CL	03/21/22	05/13/22	\$
7869	Range Conservation & Management		Geographic Information Systems (GIS) Specialist		03/28/22	05/20/22	\$
7342	Cultural Center and Museum		Museum Curator, Education		05/09/22	05/20/22	\$
Public Safety							
7167	Corrections		Corrections Support Specialist		07/26/21	05/13/22	\$
7793	Corrections		Maintenance Technician		11/15/21	05/13/22	\$
7540	Office of Emergency Management		Training and Exercise Coordinator	NEW	05/16/22	05/27/22	\$

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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: \$14.00 hourly	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Language Specialist (O'odham language)	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Restaurant Manager Instructor	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Bookstore Supervisor	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Adjunct Instructor-Art	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Technical Support Manager	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Administrative Services-Education	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Project Specialist (Tohono O'odham Language Center)	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Assistant Cook	SALARY: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Art Instructor (Phoenix Center)	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Phoenix Center Director	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
JOB TITLE: Phoenix Center Site Technician	SALARY: \$18.00	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: 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: \$14.00	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 \$14.00
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

JOB TITLE: Curator of Zoo Exhibits	SALARY: \$18.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4433143		
JOB TITLE: Audio/Visual Assistant (24 hours/week)	SALARY: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4576782		
JOB TITLE: Custodian - Packrat Playhouse (40 hours/week)	SALARY: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4250203		
JOB TITLE: Custodian - Second Shift (40 hours/week)	SALARY: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4395874		
JOB TITLE: Horticulturist II (40 hours/week)	SALARY: \$14.00	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: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4497258		
JOB TITLE: Guest Services Assistant (Part-time)	SALARY: \$14.00	CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4450636		
JOB TITLE: Retail Guest Services Assistant (Part-time)	SALARY: \$14.00	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

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:** **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Accounting Clerk **SALARY:** **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

Tohono O'odham High School

JOB TITLE: School Counselor **SALARY:** **CLOSING DATE:** May 18, 2022

JOB TITLE: English Teacher **SALARY:** **CLOSING DATE:** May 18, 2022

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

Santa Rosa Day School

JOB TITLE: Gifted & Talent Teacher (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 17, 2022

JOB TITLE: Janitor **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Librarian (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Information Technology Technician (NTE 3 Years) **SALARY:** **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

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 210	Department/Program/Division	Job Title	Note	Opening Date	Closing Date	FY22 Salary
Executive						
7799	Office of the Treasurer	Internal Audit Manager		11/29/21	05/27/22	\$
7212	Office of Attorney General	Deputy Attorney General		03/07/22	05/27/22	\$
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	\$
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
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	\$
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	05/27/22	\$
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	05/09/22	06/03/22	\$
7155	Gaming (Glendale) (2 Positions)	Gaming Inspector	NEW CR	05/23/22	06/10/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	05/27/22	\$
7554	One Stop	Program Coordinator		08/09/21	05/27/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	05/27/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	06/03/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	05/27/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	05/27/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	06/03/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	06/03/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	06/03/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	05/27/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	06/03/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	06/03/22	\$
7351	Education Assistance Program (Tucson)	Office Specialist	CL/CR	05/16/22	05/27/22	\$
7902	Education Assistance Program (Sells)	Office Specialist	NEW CL/CR	05/23/22	06/03/22	\$
7903	Administration	Administrative Assistant	NEW CR	05/23/22	06/03/22	\$
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	06/03/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	06/03/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	05/27/22	\$
7357	Accounting	Accounting Clerk		02/21/22	05/27/22	\$
7653	Accounting	Office Specialist	CL/CR	03/07/22	05/27/22	\$
7862	Human Resources	Training Coordinator		03/07/22	05/27/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	05/27/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	05/27/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	06/03/22	\$
7904	Accounting	Budget Analyst	NEW	05/23/22	06/03/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	06/03/22	\$
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	05/27/22	\$

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

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.

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POSITIONS OPEN CONTINUOUS

DEPARTMENT	POSITION(S)	CLOSING DATE
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Corrections	Corrections Officer (CL)	Open Continuous

OTHER EMPLOYMENT OPPORTUNITIES

Tohono O'odham Community College

- JOB TITLE: Tutor (Part-time/Temporary) SALARY:) hourly CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Language Specialist (O'odham language) SALARY: r CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Restaurant Manager Instructor SALARY CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Bookstore Supervisor SALARY: CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Adjunct Instructor-Art SALARY: dit CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Technical Support Manager SALARY:) CLOSING DATE: OPEN UNTIL FILLED
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- JOB TITLE: Assistant Cook SALARY: \$17.00/hour CLOSING DATE: OPEN UNTIL FILLED
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- JOB TITLE: Phoenix Center Director SALARY: CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Phoenix Center Site Technician SALARY: jr 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

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 - 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: r 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
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

- JOB TITLE: Curator of Zoo Exhibits SALARY: r DOE. CLOSING DATE: OPEN UNTIL FILLED
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- JOB TITLE: Custodian - Second Shift (40 hours/week) SALARY: . CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4395874
- JOB TITLE: Horticulturist II (40 hours/week) SALARY: r 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: CLOSING DATE: OPEN UNTIL FILLED

https://www.appone.com/MainInfoReq.asp?R_ID=4497258

JOB TITLE: Guest Services Assistant (Part-time) **SALARY:** **CLOSING DATE:** OPEN UNTIL FILLED

https://www.appone.com/MainInfoReq.asp?R_ID=4450636

JOB TITLE: Retail Guest Services Assistant (Part-time) **SALARY:** **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

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:** **CLOSING DATE:** OPEN UNTIL FILLED

JOB TITLE: Accounting Clerk **SALARY:** **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

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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

Santa Rosa Day School

JOB TITLE: Janitor **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Education Technician (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Librarian (NTE 3 Years) **SALARY:** **CLOSING DATE:** May 25, 2022

JOB TITLE: Information Technology Technician (NTE 3 Years) **SALARY:** **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

HUMAN RESOURCES OFFICE

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Website: www.tonation-nsn.gov



PLEASE POST

Weekly Job Summary May 30 - June 3, 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	06/10/22	\$
7252	Hewel Ni'ok	On-Air Announcer/Board Operator		03/14/22	06/03/22	\$ 18.24
7558	Gaming	Legal Counsel, Gaming		04/04/22	Open Until Filled	\$
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	\$
7363	Gaming (Glendale)	Office Specialist	CL/CR	05/09/22	06/10/22	\$
7359	Gaming (Glendale) (2 Positions)	Gaming License Investigator	CR	05/09/22	06/03/22	\$
7155	Gaming (Glendale) (2 Positions)	Gaming Inspector	CR	05/23/22	06/10/22	\$
Education						
7066	Recreation (Menager's Dam)	Recreation Aide		08/16/21	06/10/22	\$
7554	One Stop	Program Coordinator		08/09/21	06/10/22	\$
7219	Early Childhood Headstart	Teacher (S)		08/23/21	06/10/22	\$
7020	Early Childhood Headstart	Bus Driver/Custodian (VC)		01/31/22	06/03/22	\$
7839	Early Childhood Headstart	Child Care Specialist (P)		02/07/22	06/10/22	\$
7697	One Stop	Career and Employment Specialist		02/14/22	06/10/22	\$
7623	Recreation (Menager's Dam)	Custodial/Grounds Worker		02/14/22	06/03/22	\$
7582	One Stop	Office Specialist	CL/CR	03/28/22	06/03/22	\$
7863	One Stop	Career and Employment Specialist		03/28/22	06/03/22	\$
7682	Recreation (Pisinemo)	Recreation Aide		04/18/22	06/10/22	\$
7883	Early Childhood Headstart (2 Positions)	Teacher Aide (S)		04/25/22	06/03/22	\$
7344	Early Childhood Headstart	Child Care Specialist (SX)		04/25/22	06/03/22	\$ 7
7351	Education Assistance Program (Tucson)	Office Specialist	CL/CR	05/16/22	06/10/22	\$
7902	Education Assistance Program (Sells)	Office Specialist	CL/CR	05/23/22	06/03/22	\$
7903	Administration	Administrative Assistant	CR	05/23/22	06/03/22	\$
7838	Early Childhood Headstart	Child Care Specialist (SX)	NEW	05/30/22	06/10/22	\$
7094	Early Childhood Headstart	Child Care Specialist (SR)	NEW	05/30/22	06/10/22	\$
General Support Services						
7795	Department of Information and Technology	Systems Administrator, Senior		11/22/21	06/03/22	\$
7824	Grants and Contracts	Accounting Clerk		12/20/21	06/03/22	\$
7829	Human Resources (TON Health Care)	Human Resources Licensing Analyst		01/10/22	06/10/22	\$
7357	Accounting	Accounting Clerk		02/21/22	06/10/22	\$ 1
7653	Accounting	Office Specialist	CL/CR	03/07/22	06/10/22	\$
7862	Human Resources	Training Coordinator		03/07/22	06/10/22	\$
7820	Department of Information and Technology	Network Technician	CL	03/21/22	06/10/22	\$
7871	Grants and Contracts (2 Positions)	Contract Specialist		04/04/22	06/10/22	\$
7874	Department of Information and Technology	Systems Administrator		04/11/22	06/03/22	\$
7904	Accounting	Budget Analyst		05/23/22	06/03/22	\$
7819	Facility Management	Custodial/Grounds Worker	NEW	05/30/22	06/10/22	\$
Membership						
7864	Enrollment	Records Clerk	CR	04/11/22	06/03/22	\$
Health and Human Services						
7263	Community Health Services	Registered Nurse		11/16/20	06/10/22	\$

7807	Senior Services	Cook Aide		12/06/21	06/03/22	\$
7815	Community Health Services	Certified Nurses Assistant		12/06/21	06/03/22	\$
7666	Community Health Services	Program Supervisor		12/06/21	06/03/22	\$
7800	Child Welfare	Human Services Investigator		02/21/22	06/10/22	\$
7854	Health Transportation Services (3 Positions)	Transit Driver (Ak Chin)		03/07/22	06/10/22	\$
7873	Health Transportation Services	Transit Driver (San Lucy)		04/04/22	06/10/22	\$
7728	Health Transportation Services	Office Specialist	CL/CR	04/11/22	06/03/22	\$
7875	Child Welfare	Case Manager, Aide		04/11/22	06/03/22	\$
7876	Family Preservation (2 Positions)	Program Coordinator		04/11/22	06/03/22	\$
7884	Behavioral Health	Director of Clinical Services		04/25/22	06/03/22	\$
7710	Senior Services	Program Coordinator		05/16/22	06/10/22	\$
7889	Behavioral Health	Program Manager		05/16/22	06/10/22	\$
7890	Behavioral Health	Case Manager		05/16/22	06/10/22	\$
7891	Behavioral Health	Administrative Assistant	CR	05/16/22	06/10/22	\$
7892	Behavioral Health	Prevention Specialist		05/16/22	06/10/22	\$
7897	Child Welfare	Cook		05/16/22	06/10/22	\$
7900	Health Transportation Services	Transit Dispatcher	CR	05/16/22	06/10/22	\$
7905	Health Transportation Services	Transit Driver (Sells)	NEW	05/30/22	06/10/22	\$
7857	Health Transportation Services	Transit Driver (San Simon)	NEW	05/30/22	06/10/22	\$
7775	Behavioral Health	Counselor, Senior	NEW	05/30/22	06/10/22	\$
7668	Community Health Services	Community Health Representative	RE-AD	05/30/22	06/10/22	\$
Planning						
7789	Transportation Planning & Roads Inventory	Project Administrator		11/15/21	Open Until Filled	\$
7565	Administration	Project Specialist		03/28/22	06/03/22	\$
7486	Real Estate Management Program	Realty Specialist		04/04/22	06/10/22	\$
7731	Administration	Project Administrator		04/11/22	Open Until Filled	\$
Natural Resources						
7777	Solid Waste Management	Solid Waste Crew Leader		10/25/21	06/03/22	\$
7187	Solid Waste Management	Heavy Equipment Operator		11/01/21	06/10/22	\$
7842	Veterinary Program	Veterinarian		02/14/22	06/03/22	\$
7843	Veterinary Program	Veterinarian Technician		02/14/22	06/03/22	\$
7869	Range Conservation & Management	Geographic Information Systems (GIS) Specialist		03/28/22	06/03/22	\$
7342	Cultural Center and Museum	Museum Curator, Education		05/09/22	06/03/22	\$
Public Safety						
7167	Corrections	Corrections Support Specialist		07/26/21	06/10/22	\$
7793	Corrections	Maintenance Technician		11/15/21	06/10/22	\$
7540	Office of Emergency Management	Training and Exercise Coordinator		05/16/22	06/10/22	\$
7657	Law Enforcement	Records Clerk, Senior	CL/CR	05/23/22	06/03/22	\$

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: [redacted] rly CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Language Specialist (O'odham language) SALARY: [redacted] r CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Restaurant Manager Instructor SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Bookstore Supervisor SALARY: [redacted] ir CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Adjunct Instructor-Art SALARY: [redacted] dit CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Technical Support Manager SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Administrative Services-Education SALARY: [redacted] jr CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Project Specialist (Tohono O'odham Language Center) SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Assistant Cook SALARY: [redacted] our CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Art Instructor (Phoenix Center) SALARY: [redacted] JOE) CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Phoenix Center Director SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
- JOB TITLE: Phoenix Center Site Technician SALARY: [redacted] ir 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: 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: [redacted] jr CLOSING DATE: OPEN UNTIL FILLED
 - JOB TITLE: Secretary, Sells District Council SALARY: [redacted] 8 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 [redacted]
For more information contact Cyrus Norris at 520-333-9084

Arizona Sonora Desert Museum

- JOB TITLE: Curator of Zoo Exhibits SALARY: [redacted] JOE. CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4433143
- JOB TITLE: Audio/Visual Assistant (24 hours/week) SALARY: [redacted] our DOE. CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4576782
- JOB TITLE: Custodian - Packrat Playhouse (40 hours/week) SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4250203
- JOB TITLE: Custodian - Second Shift (40 hours/week) SALARY: [redacted] CLOSING DATE: OPEN UNTIL FILLED
https://www.appone.com/MainInfoReq.asp?R_ID=4395874
- JOB TITLE: Horticulturist II (40 hours/week) SALARY: [redacted] LOSING 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:** r **CLOSING DATE:** OPEN UNTIL FILLED

https://www.appone.com/MainInfoReq.asp?R_ID=4497258

JOB TITLE: Guest Services Assistant (Part-time) **SALARY:** r **CLOSING DATE:** OPEN UNTIL FILLED

https://www.appone.com/MainInfoReq.asp?R_ID=4450636

JOB TITLE: Retail Guest Services Assistant (Part-time) **SALARY:** ' **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

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:** CLOSING DATE: OPEN UNTIL FILLED

JOB TITLE: Accounting Clerk **SALARY:** : 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://tojic-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

Sif Oidak District

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

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

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

JOB TITLE: Project Manager **SALARY:** **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, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE**

7965

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

JOB ANNOUNCEMENT

In-House

JOB TITLE: COMMUNITY AFFAIRS DIRECTOR, KOHN

SALARY: \$53,616.99 PER ANNUM, PLUS BENEFITS

OPENING DATE: SEPTMEBER 13, 2022

CLOSING DATE: SEPTEMBER 26, 2022

IN-HOUSE JOB ANNOUNCEMENT: PPM Section III.J.2. – Promotional Examinations.

Promotional examinations shall be open only to permanent employees who meet the position qualifications and have been in their current position for six (6) months. The Human Resources Officer may allow an exception to this six (6) months requirement if it can be demonstrated that it would be in the best interest of the Nation for a job change to occur. Such examinations may be restricted to employees of a specific division or department when such action is in the best interest of the Nation and will provide the best qualified applicants. Such determinations shall be made by the Human Resources Officer and the Department Head.

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: EXEC/HEWEL NI'OK

JOB LOCATION: Covered Wells, AZ

POSITION SUMMARY: Under general supervision, provides leadership and coordination for all aspects of KOHN's promotional events, remote broadcasts, and related activities designed to present KOHN positively in its community of service; participates in long-range strategic planning and assist in fundraising efforts. The Community Affairs Director is also responsible for keeping KOHN in compliance with Federal Communications Commission (FCC) programming regulations and the standards set by the KOHN General Manager.

MINIMUM QUALIFICATIONS:

- Associates Degree in Radio Broadcasting, Communications, or closely related field, and three years' work experience in community development services, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—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.

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.

The Tohono O'odham Nation is an Alcohol/Drug Free Work Place