



JOB NOTICE!

Tohono O'odham Nation Justice Center

January 27, 2020

POSITIONS	CLOSING	SALARY
Juvenile Detention Officer	OPEN UNTIL FILLED	\$19.65/hr.
Maintenance Technician	OPEN UNTIL FILLED	\$13.23/hr.

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the First 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: Employees applying for transfer or promotional opportunities must advise their supervisor

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following to the Tohono O'odham Justice Center, P.O. Box 761, Sells, Arizona 85634; (1) a signed & completed Tohono O'odham Nation Judicial Branch employment application, (2) a signed & completed Authorization to Release Information form, (3) 39 month vehicle report from motor Vehicle Division, (4) Copy of driver's license, (5) Copy of Tribal I.D. or certification of Indian blood (If claiming Indian Preference) (6) Resume, (7) Copy of High School Diploma or GED Certificate and any transcript of College Courses or certificates, (8) 3 reference letters dated within the last 6 months (Letters from relatives will not be accepted). Applications and supporting documents become the property of the Tohono O'odham Nation Judicial Branch.

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 Judicial Branch is committed to providing Equal Employment Opportunities.

TOHONO O'ODHAM NATION JUDICIAL BRANCH IS AN ALCOHOL/DRUG FREE WORK PLACE



TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634
PHONE (520) 383-6300 • FAX (520) 383-3500

JOB ANNOUNCEMENT

Job Title:	Maintenance Technician	Status:	Probationary/Permanent, Full-Time
Division:	Facility Maintenance	Hrs/Work	Non-Exempt
Salary:	\$13.23 per hour	Job Location	Sells, AZ

Position Summary:

The main responsibility of this position is to ensure that all Judicial buildings and the immediate surrounding are properly maintained on a daily basis.

Supervision Received: Under the supervision of the Facility Maintenance Manager.

Minimum Qualifications:

- High School Diploma or GED Certificate
- At least two (2) years working experience and/or training in the maintenance service field

-AND-

- Must attend when scheduled and successfully complete the Bureau of Indian Affairs Basic Correctional Officer Training while employed with the Judicial Branch.
- Must possess and maintain a valid Arizona Drivers License with no major traffic citations within the last three years.
- Must pass a criminal background investigation and fingerprint check prior to employment.
- Required to maintain certifications in CPR and First Aid upon hire.
- Based on the division needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as 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 nations or tribes, (3) other candidates. The Tohono O'odham Nation Judicial Branch is committed to providing Equal Employment Opportunities.



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JOB ANNOUNCEMENT

Job Title:	Juvenile Detention Officer	Status:	Probationary/Permanent, Full-Time
Division:	Children's Program	Hrs/Work	Non-Exempt
Salary:	\$19.65 per hour	Job Location	Sells, AZ

Position Summary:

A Juvenile Detention Officer is responsible for coordinating and managing the care and welfare of juveniles arrested or detained in the Juvenile Detention Center.

Supervision Received: Under the supervision of the Juvenile Detention Manager.

Minimum Qualifications:

- High School Diploma or GED Certificate
- Any combination of 4 years training, education, and experience, which demonstrates potential ability to perform the duties and responsibilities of this position

-AND-

- Must attend when scheduled and successfully complete the Bureau of Indian Affairs Basic Correctional Officer Training while employed with the Judicial Branch.
- Must possess and maintain a valid Arizona Drivers License with no major traffic citations within the last three years.
- Must pass a criminal background investigation and fingerprint check prior to employment.
- Required to maintain certifications in CPR and First Aid upon hire.
- Based on the division needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as condition of employment.

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