

# TOHONO O'ODHAM NATION HEALTH CARE

**PLEASE POST**

**HUMAN RESOURCES OFFICE**  
P.O. Box 837 Sells, Arizona 85634  
Sells - Ph: (520) 383-6540 Fx: (520) 383-4676  
San Xavier - Ph: (520) 547-8197 Fx: (520) 295-2626  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## NOW RECRUITING

### WEEKLY JOB SUMMARY **October 25 - 29, 2021**

HR 210	DEPARTMENT	POSITION TITLE	NOTE	OPENING DATE	CLOSING DATE
4308	Dental (SS)	Dental Assistant (Expanded Function) Advance	CL, DR	Open	Continuous
4311	Dental (SS)	Dental Assistant (Expanded Function) Advance	CL, DR	Open	Continuous
4196	Dental (S)	Dental Assistant (Expanded Function) Advance	CL, DR	Open	Continuous
4310	Dental (S)	Dental Assistant (Expanded Function) Advance	CL, DR	Open	Continuous
4295	Dental (SX)	Pediatric Dentist	DR	Open	Continuous
4267	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open	Continuous
4266	Facilities Management (S)	General Engineer – Facilities Engineering	DR	Open	Continuous
4050	General Medical & Surgical (S)	Medical Officer Administrator (Deputy Clinical Director)		Open	Continuous
4008	General Medical & Surgical (S)	Medical Officer (Emergency)		Open	Continuous
4228	General Medical & Surgical (S)	Medical Officer (General Practice)		Open	Continuous
4239	General Medical & Surgical (S)	Nurse Practitioner		Open	Continuous
4240	General Medical & Surgical (SS)	Nurse Specialist (Case Management)	DR	Open	Continuous
4010	General Medical & Surgical (S)	Physician Assistant		Open	Continuous
4148	Inpatient Nursing (S)	Certified Nursing Assistant	<b>NEW</b>	Open	Continuous
4146	Inpatient Nursing (S)	Certified Nursing Assistant		Open	Continuous
4000	Inpatient Nursing (S)	Clinical Nurse (Inpatient)	<b>NEW</b>	Open	Continuous
4006	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open	Continuous
4097	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open	Continuous
4181	Inpatient Nursing (S)	Clinical Nurse (Inpatient)		Open	Continuous
4270	Inpatient Nursing (S)	Practical Nurse (Inpatient)	<b>NEW</b>	Open	Continuous
4328	Inpatient Nursing (S)	Supervisory Clinical Nurse (Inpatient)	<b>NEW</b> DR	Open	Continuous
4307	Inpatient Nursing (S)	Unit Clerk – Inpatient & Emergency Dept.		Open	Continuous
4218	Nutrition & Dietetics (S)	Outpatient Dietician	DR	Open	Continuous
4158	Outpatient (SX)	Clinical Nurse (Ambulatory Care)	DR	Open	Continuous
4053	Outpatient (SR)	Supervisory Clinical Nurse (Ambulatory Care)	DR	Open	Continuous
4177	Pathology & Medical Lab (S)	Clinical Laboratory Scientist	DR	Open	Continuous
4193	Pathology & Medical Lab (S)	Clinical Laboratory Scientist	DR	Open	Continuous
4012	Public Health Nursing (S)	Public Health Nurse	DR	Open	Continuous
4014	Public Health Nursing (S)	Public Health Nurse	DR	Open	Continuous
4015	Public Health Nursing (S)	Public Health Nurse	DR	Open	Continuous
4162	Public Health Nursing (S)	Public Health Nurse (Part-Time)	DR	Open	Continuous
4206	Public Health Nursing (S)	Public Health Nurse	DR	Open	Continuous
4212	Purchased Referred Care (S)	Nurse Case Manager	DR	Open	Continuous
4238	Quality Assurance/Review (S)	Infection Control Nurse	DR	Open	Continuous
4112	Quality Assurance/Review (S)	Utilization Review Nurse	DR	Open	Continuous
4223	Radiology (S)	Diagnostic Radiologic Technologist (CT)		Open	Continuous
4222	Radiology (S)	Diagnostic Radiologic Technologist (PACS/CT)		Open	Continuous
4271	Radiology (S)	Supervisory Diagnostic Radiological Technologist		Open	Continuous
4017	Sells Outpatient (S)	Clinical Nurse (Ambulatory Care)		Open	Continuous
4306	Social Work Services (SX)	Behavioral Medicine Therapist	DR	Open	Continuous
4063	Social Work Services (SS)	Behavioral Medicine Therapist	DR	Open	Continuous
4297	Social Work Services (SX)	Clinical Social Worker	CL, DR	Open	Continuous
4290	Social Work Services (S)	Clinical Social Worker	CL, DR	Open	Continuous
4372	Social Work Services (S)	Director of Social Work Services	<b>NEW</b> DR	Open	Continuous

SELLS (S) HOSPITAL – SELLS, AZ					
4180	Dental	Medical Support Technician	CL	7/12/21	10/29/21
4001	Emergency Room	Medical Assistant		4/26/21	10/29/21
4274	Environmental Health	Director of Environmental Health	DR	4/12/21	10/29/21
4350	Executive Direction	Chief Legal Officer <b>NEW</b>	DR	10/25/21	11/5/21
4347	Executive Direction	Executive Administrative Assistant	CL, DR	10/20/21	11/2/21
4286	Facilities Management	Biomedical Equipment Support Specialist	DR	8/23/21	10/29/21
4151	Facilities Management	Biomedical Equipment Support Supervisor	DR	11/16/20	10/29/21
4210	Facilities Management	Groundskeeper/Laborer (2 positions: 4011)	DR	10/18/21	10/29/21
4302	Facilities Management	HVAC Mechanic	DR	7/26/21	10/29/21
4318	Health Care Property & Supply	Materials Handler (2 positions: 4319)	DR	10/5/21	10/29/21
4320	Health Care Property & Supply	Inventory Management Specialist	DR	10/5/21	10/29/21
4321	Health Care Security	Security Guard (5 positions)	DR	9/13/21	10/29/21
4095	Health Care Security	Security Guard	DR	8/23/21	10/29/21
4243	Information Technology (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	10/29/21
4022	Outpatient	Lead Clinical Nurse (Ambulatory Care)	DR	11/23/20	10/29/21
4195	Outpatient	Supervisory Clinical Nurse (Ambulatory Care)	DR	03/29/21	10/29/21
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	03/01/21	10/29/21
4168	Pharmacy	Pharmacy Technician (2 positions: 4304)	DR	8/9/21	10/29/21
4110	San Xavier Patient Accounts	Patient Registration Specialist	CL, CR	6/21/21	10/29/21

SAN XAVIER (SX) HEALTH CENTER – SAN XAVIER, AZ					
4243	Information Technology (S/SX)	Clinical Applications Coordinator (2 positions: 4244)	DR	4/5/21	10/29/21
4255	Outpatient	Clinical Nurse (Ambulatory Care)		10/5/21	10/29/21
4200	Outpatient	Clinical Nurse (Ambulatory Care)		8/16/21	10/29/21
4028	Outpatient	Clinical Nurse (Ambulatory Care)		7/19/21	10/29/21
4312	Outpatient	Medical Assistant		10/18/21	10/29/21
4174	Pathology & Medical Lab (S/SX)	Medical Laboratory Technician	DR	3/01/21	10/29/21
4316	Patient Accounts	Medical Business Office Manager		8/30/21	10/29/21

SAN SIMON (SS) HEALTH CENTER – SAN SIMON, AZ					
4317	Health Care Property & Supply	Materials Handler	DR	10/5/21	10/29/21
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	10/29/21
4315	Outpatient	Medical Support Technician	CL	9/7/21	10/29/21
4272	Purchased Referred Care	Administrative Medical Assistant – PRC		3/15/21	10/29/21

SANTA ROSA (SR) HEALTH CENTER – SANTA ROSA, AZ					
4187	Optometry Services (SS/SR)	Optometric Assistant	DR	10/26/20	10/29/21
4055	Outpatient	Medical Records Technician (2 positions: 4293)	CL, DR	6/21/21	10/29/21
4185	Outpatient	Medical Assistant (3 positions: 4226/4106)		3/22/21	10/29/21

**Open Continuous:** The closing date for any open continuous examination may be set at any time.

**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:** You 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).

**Career Ladder (CL):** Positions that include career ladder opportunities, are identified as "CL" after the job title. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the career ladder until full level is met.

**Clerical Testing (CR):** Clerical testing is reserved for Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays). If applying for a position that requires clerical testing, please contact Human Resources at (520) 383-6540 to schedule an appointment.

*Clerical test results must be submitted with your application packet to be considered complete.*

### 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) signed and completed Background/MVR Investigations document, 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 copy of a valid driver's license and 39-month motor vehicle record. Applications and supporting documents become the property of the Tohono O'odham Nation.

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.

Immunization Requirement: Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.



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

4148

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

## JOB ANNOUNCEMENT

**JOB TITLE:** CERTIFIED NURSING ASSISTANT

**NEW**

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** *Open Continuous*

**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:** TONHC/Inpatient Nursing

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

Provide direct patient care services on the Inpatient Unit and Emergency Room, performing various nursing tasks to deliver safe and effective care.

### **SCOPE OF WORK:**

This position is located within the Tohono O'odham Nation Health Care Sells Hospital. It serves in an Inpatient Unit and Emergency Room setting and maybe organizationally located and duty stationed at the Sells Hospital located within the Sells services area. The incumbent works under the Supervisory Nurse Specialist's supervision and may also receive direction from the Charge Nurse, who assigns and checks work for accuracy.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma.
- Complete an approved nurse assistant program.

—AND—

- Must possess a Certified Nursing Assistant Certification in a State, District of Columbia, the Commonwealth of Puerto Rico, or a United States territory.
- Upon recommendation for employment, a criminal background and fingerprint check are required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



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

4000

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

## JOB ANNOUNCEMENT

**JOB TITLE:** CLINICAL NURSE (INPATIENT)

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** *Open Continuous*

**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:** TONHC/Inpatient Nursing

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

Incumbent provides comprehensive nursing care to acutely ill medical, obstetric, and pediatric patients of the Tohono O'odham Nation Health Care Sells Hospital.

### **SCOPE OF WORK:**

This position is within the Tohono O'odham Nation Health Care at the Sells Hospital in the Division of Nursing Services as assigned. This position involves providing direct care to patients in hospitals. In addition, the employee is assigned to the inpatient unit and works under the general supervision of the Supervisory Clinical Nurse.

### **MINIMUM QUALIFICATIONS:**

- Degree or diploma from a professional nursing program approved by the legally designated State Accrediting agency at the time the program was completed by the applicant.

—AND—

- One (1) year of experience in Inpatient Care is preferred.
- Must have an active, current, and unrestricted license as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a United States territory.
- Must have a current Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Upon recommendation for employment, a criminal background and fingerprint check are required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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

4270

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

## JOB ANNOUNCEMENT

**JOB TITLE:** PRACTICAL NURSE (INPATIENT)

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** *Open Continuous*

**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:** TONHC/Inpatient Nursing

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

Provide direct patient care services to the Inpatient Unit, including various tasks requiring specialized and non-standard procedural knowledge.

### **SCOPE OF WORK:**

This position's work is in the inpatient unit and may be organizationally located and duty stationed at any one of the Tohono O'odham Nation Health Sells Hospital and related facilities. Direct clinical assignments received from the Supervisory Nurse Specialist or Charge Nurse.

### **MINIMUM QUALIFICATIONS:**

- Successful completion of an accredited program in Practical Nursing or completion of a two-year degree program from an accredited community college, college, or university in practical nursing, and
- One (1) year of work experience in the medical inpatient, or equivalent.

—AND—

- Must have a current license and registration as a licensed practical nurse in a State, the District of Columbia, the Commonwealth, or Puerto Rico, or a United States territory.
- Must have a current Healthcare Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED).
- Must possess Intravenous Therapy (IV) certification.
- Must have a current immunization statement to include proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (documentation of immunization does not prove immunity on a titer with a positive result is proof), within three months of hire.
- Upon recommendation for employment, a criminal background and fingerprint check are required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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



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

4328

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

## JOB ANNOUNCEMENT

**JOB TITLE:** SUPERVISORY CLINICAL NURSE (INPATIENT)

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** *Open Continuous*

**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:** TONHC/Inpatient Nursing

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

Serves as the Inpatient Department Services supervisor within the Tohono O'odham Nation Sells Hospital and assumes a leadership role in professional practice, staff development and education, and performance improvement.

### **SCOPE OF WORK:**

This position is located within the Tohono O'odham Nation Health Care Sells Hospital in Sells, Arizona. The work aims to provide professional expertise in program development and implementation of inpatient services and ensure quality nursing care. Works under the general supervision of the Chief Nurse Executive.

### **MINIMUM QUALIFICATIONS:**

- Bachelor or higher degree from a professional nursing program approved by the legally designated State-accrediting agency at the time the program was completed by the applicant and;
- One year of supervisory experience.
- Two years of experience in nursing care.

—AND—

- Must have an active, current, and unrestricted license as a registered nurse in a State of the United States.
- Must have a current Healthcare Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).
- Current certification in Advanced Cardiac Life Support (ACLS) is required upon hire.
- Upon recommendation for employment, a criminal background and fingerprint check are required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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

4372

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## JOB ANNOUNCEMENT

**NEW**

**JOB TITLE:** DIRECTOR OF SOCIAL WORK SERVICES

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** *Open Continuous*

**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:** TONHC/Social Work Services

**JOB LOCATION:** Sells, AZ

### **POSITION SUMMARY:**

The Director of Social Work Services provides supervision for the staff within the social work unit and includes day to day management of the unit. Supports the delivery of health care by providing social work services to identified beneficiaries. Under limited supervision, accesses, plans, and implements services and resources that include approved activities that best meet the clients' needs, based on the program's goals and objectives.

### **SCOPE OF WORK:**

The position is located within the Tohono O'odham Nation Sells Hospital. As a multidisciplinary care system member, the Director of Social Work Services plans, develops, implements, evaluates and coordinates clinical social work services for the hospital and clinics. The incumbent administers and modifies the social work program to meet priorities to achieve maximum quality and effectiveness goals. Also, participates in developing policy and procedure, education, and training that impact TONHC staff and beneficiaries concerning departmental and service area functioning. The incumbent develops and maintains liaisons and solid working relationship with local, state, and federal resources to provide current information on resources that will serve the best interest of the Tohono O'odham members and the service area.

### **MINIMUM QUALIFICATIONS:**

- Master's Degree in Social Work or closely related field and five years' work experience in a social service setting or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must possess and maintain licensure as a License Clinical Social Worker, licensed professional counselor, licensed marriage and Family Therapist, or other licensure in a closely related field.
- Upon recommendation for employment, a criminal background and fingerprint check are required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4350**

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

**JOB ANNOUNCEMENT**

**JOB TITLE: CHIEF LEGAL OFFICER**

**NEW**

**OPENING DATE:** October 25, 2021

**CLOSING DATE:** November 5, 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:** Exempt

**DEPARTMENT:** TONHC/Executive Direction

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:**

The Chief Legal Officer (CLO) oversees the Tohono O'odham Nation Hospital and Clinics (Health Care) legal operations. Reviews reports and makes decisions regarding legal aspects ranging from contracts to lawsuits. Advised in policy development and formulates strategies regarding Health Care. Responsible for strategic and tactical legal activities.

**SCOPE OF WORK:**

The CLO reports directly to Health Care's Chief Executive Officer. The CLO supervises Health Care's legal, compliance, and procurement departments and staff.

**MINIMUM QUALIFICATIONS:**

- Juris Doctor Degree from an American Bar Association (ABA) accredited law school.
- Ten years of progressive legal work experience, including a required five years minimum of civil litigation experience.
- Four years of supervisory experience.

—AND—

- Current admission to the State Bar or must possess and maintain a State Bar Association License.
- Health Care experience preferred.
- Upon recommendation for hire, a criminal background and fingerprint check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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