

**TOHONO O'ODHAM NATION
JOB ANNOUNCEMENT**

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470



POSITION TITLE: Assistant Legislative Attorney IV-II

APPLICATION OPENING DATE: June 24, 2024

STATUS: Full-Time Employment

SUPERVISOR: Legislative Attorney

CLASSIFICATION: Exempt

CLOSING DATE: Open Until Filled

HOURS/WORK: 40+

JOB LOCATION: Hybrid - primarily virtual with some in-person meetings in Sells, AZ and other locations on the Tohono O'odham Nation

SALARY:

- Assistant Legislative Attorney Level IV - \$180,205.79 (minimum eight years of practice)
 - Assistant Legislative Attorney Level III - \$155,605.63 (minimum six years of practice)
 - Assistant Legislative Attorney Level II - \$133,992.98 (minimum three years of practice)
- (A 5.0% cost of living adjustment anticipated effective October 1, 2024.)

Generous group health and life insurance, 401(k) plan with employer contribution, generous paid annual and sick leave, 15 paid holidays, and other benefits provided

POSITION SUMMARY:

Under the direction of the Legislative Attorney, provides legal advice and representation to the Legislative Council, delegations, and standing committees on a wide range of issues affecting the Tohono O'odham Nation; works with tribal, federal and state officials as well as national- and state-level tribal advocacy groups, other tribes, private individuals and entities; maintains confidentiality of all privileged information.

This position summary is illustrative and does not include all the position's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Juris doctorate from an American Bar Association-accredited law school, admission to State Bar of Arizona or ability to be admitted within 18 months of beginning employment, certified to practice in Tohono O'odham Judicial Court within six months of beginning employment. Minimum three years as a practicing attorney. No DUIs or major traffic offenses in the past three years. Bilingual O'odham/English preferred. Preference given to qualified, enrolled members of federally recognized Indian tribes with first preference to qualified, enrolled members of the Tohono O'odham Nation.

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APPLICATION INFORMATION:

Interested applicants should email a completed application (available at the Tohono O'odham Legislative Branch website home page at <https://www.tolc-nsn.gov>), a letter of interest, resume, one filed motion, and two other writing samples written by applicant to: Legislative Assistant Katrina Leon at Katrina.leon@tonation-nsn.gov and Legislative Attorney P. Michael Ehlerman at michael.ehlerman@tonation-nsn.gov.