

**TOHONO O'ODHAM NATION
JOB ANNOUNCEMENT**

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470



POSITION TITLE: Assistant Legislative Attorney II-IV

APPLICATION OPENING DATE: March 30, 2022

STATUS: Full-Time Employment

SUPERVISOR: Legislative Attorney

CLASSIFICATION: Exempt

CLOSING DATE: Open Until Filled

HOURS/WORK: 40+

JOB LOCATION: Sells, Arizona (Currently working remotely until May 10, 2022)

SALARY: \$115,276.93 - \$158,831.14 DOE

POSITION SUMMARY:

Under the direction of the Legislative Attorney, provides legal advice and representation to the Legislative Council 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 degree from an accredited law school required and admission to State Bar of Arizona or ability to be admitted within 18 months of beginning employment. Minimum years of experience: Level II: three years as practicing attorney; Level III: six years as practicing attorney; Level IV: eight years as practicing attorney. No discipline in any jurisdiction; background investigation required.

SALARY:

- **Level II - \$115,276.93**
- **Level III - \$137,028.11**
- **Level IV - \$158,831.14**

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

*Preference given to qualified, enrolled members of federally recognized Indian tribes with first preference to qualified, enrolled members of the Tohono O'odham Nation.

APPLICATION INFORMATION:

Interested applicants should email a completed application (available at the Tohono O'odham Legislative Branch website at <http://tolc-nsn.gov>), a letter of interest, resume, one motion and two other civil litigation writing samples written by applicant to: Office Manager Alivia Lewis at alivia.lewis@tonation-nsn.gov and Legislative Assistant Katrina Leon at Katrina.leon@tonation-nsn.gov.