

TOHONO O'ODHAM NATION

JOB ANNOUNCEMENT

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470

Website: <https://tolc-nsn.org/>



POSITION TITLE: Assistant Legislative Attorney IV-II

APPLICATION OPENING DATE: July 22, 2025

STATUS: Full-Time Employment

SUPERVISOR: Legislative Attorney

CLASSIFICATION: Exempt

CLOSING DATE: Open Until Filled

HOURS/WORK: 40+

JOB LOCATION: Tucson offices until January 2027 with some in-person meetings on the Tohono O'odham Nation, then offices in Sells, Arizona

SALARY:

- Assistant Legislative Attorney Level IV - \$189,328.67 (minimum eight years of practice)
- Assistant Legislative Attorney Level III - \$163,257.54 (minimum six years of practice)
- Assistant Legislative Attorney Level II - \$140,776.48 (minimum three years of practice)

(A 2.5% cost of living adjustment is anticipated effective October 1, 2025.)

LEAVE AND BENEFITS: Paid time off annually: 26 total days of sick and annual leave plus 15 paid holidays. Group health and life insurance, 401(k) plan with employer contribution, and additional benefits.

POSITION SUMMARY:

Under the direction of the Legislative Attorney, provides legal advice and representation to the Legislative Council, officers, 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 and complies with applicable ethical rules.

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. Able to perform responsibilities and duties, and possess knowledge, abilities, and skills identified in job description. 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.org>), a letter of interest, resume, one filed motion, and two other writing samples authored solely 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.