

TOHONO O'ODHAM NATION

Job Announcement

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470

(520) 383-2479 fax



POSITION TITLE:	Legislative Committee Staff	CLASSIFICATION:	Non-Exempt
OPENING DATE:	May 17, 2018	CLOSING DATE:	June 29, 2018
STATUS:	Probationary/Permanent/Full	HOURS/WORK:	40
SUPERVISOR:	Legislative Council Chairpersons	JOB LOCATION:	Sells Arizona
GRADE:	43		

POSITION SUMMARY:

Coordinates with other legislative committee staff and is responsible for the effective and efficient operations of legislative standing committees. Under the supervision of the Legislative Council officers, takes assignments from legislative committee officers or committee majority. Coordinates with administrative staff, legislative secretary, and legislative attorney as needed to support committees. Maintains confidentiality of all information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

MINIMUM QUALIFICATIONS:

- High School diploma or GED, associate's degree or higher preferred.
- Ten years experience or equivalent combination of education and experience and, knowledge of, or experience with, the legislative process preferred.
- Knowledge of the Tohono O'odham culture, customs, and traditions preferred.
- Tohono O'odham preference will be applied in hiring and promotion; bilingual O'odham/English.

APPLICATION/INFORMATION: Application can be obtained at the Tohono O'odham Legislative Branch, copy of your high school/GED Certificate, training certificates and/or college transcripts. Authorization to release information document, clerical skills/job matching and (3) references to:

**Tohono O'odham Legislative Branch
P.O. Box 837
Sells, Arizona 85634**

Questions regarding this position may be directed in writing to the foregoing address or call (520) 383-2470.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation. (2) enrolled members of other nations tribes, (3) other candidates. The Tohono O'odham Nation Legislative Branch provides equal employment opportunities.