



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

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

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JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT EXECUTIVE COUNSEL

SALARY: \$133,620.00, PLUS BENEFITS

OPENING DATE: October 15, 2018

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 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: Office of the Chairman

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, provides legal counsel and public policy analysis to the Chairman and the Vice Chairman of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Juris Doctorate of Law; and three years' work experience in tribal law, public policy or public administration; or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Previous litigation experience in tribal, state and federal courts is preferred.
- Must be a current Arizona State Bar member.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- 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.