P.O. Box 837
Sells, Arizona
85634

TOHONO O'ODHAM LEGISLATIVE BRANCH

Telephone: (520) 383-2470
http://tolc-nsn.org

JOB ANNOUNCEMENT

TITLE: Administrative Assistant

SALARY: $60,801.73

OPENING DATE: March 11, 2026

CLOSING DATE: Open Until Filled

STATUS: Probationary/Permanent/Full Time

HRS/WK: 40

DEPARTMENT: Legislative Administration

SUPERVISOR: Office Manager

STATEMENT OF JOB: Enhances Legislative Chair, Vice Chair and Council Members' effectiveness by performing a variety of administrative duties and tasks. Maintains confidentiality of all privileged information.

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

MINIMUM QUALIFICATION REQUIREMENTS; High school diploma or GED plus four years administrative or secretarial experience; or equivalent combination of education and experience. Current valid Arizona Driver's License. No DUIs or major traffic offenses in the past three (3) years. Bilingual O'odham/English preferred.

APPLICATION/INFORMAITON: Applications and job description can be obtained at the Legislative Administration office, Suite 409, located at Sells Bashas Plaza. Please submit resume, three (3) reference letters and copy of valid driver's license along with job application to:

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

Revised: 03/09/2026