

TOHONO O'ODHAM NATION

JOB DESCRIPTION

Legislative Branch

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



POSITION TITLE: Assistant Legislative Attorney IV-II
CLASSIFICATION: Exempt
DEPARTMENT: Legislative Branch
SUPERVISOR: Legislative Attorney
LOCATION: Tucson offices with some in-person meetings on the Tohono O'odham Nation; offices will move to Sells, Arizona in mid-2027

SALARY:

- Assistant Legislative Attorney Level IV - \$198,913.52 (minimum eight years of practice)
- Assistant Legislative Attorney Level III - \$171,522.42 (minimum six years of practice)
- Assistant Legislative Attorney Level II - \$147,903.18 (minimum three years of practice)

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 of all privileged information.

This list of duties and responsibilities is illustrative only and is not all-inclusive.

Essential Duties and Responsibilities:

- Conducts legal research and drafts legislation for the Council and its committees.
- Litigates civil matters on behalf of the Council.
- Provides constitutional analysis and interpretation and advises committees on legal responsibilities under applicable Nation's, federal, and state law.
- Conducts research and drafts contracts, resolutions, legislative orders, ordinances, rules of procedure, congressional testimony, correspondence, government comments, and instruments relating to the affairs of the Legislative Council.
- Supervises and directs work of legal support staff as required by Legislative Attorney.
- Recommends amendments to Nation's laws and proposes new laws.
- Advises and assists Council delegations in meetings at the national and state level.
- Interprets Legislative Rules during Council sessions and hearings.
- Communicates and negotiates with legal counsel for other branches of government.
- Prepares and presents legal briefings, case law updates, and congressional bill summaries.
- Advises Legislative Council officers and administrative staff on employment law; drafts employment and administrative policies, contract, and agreements.
- Represents Legislative Council in election appeals, removal hearings, enrollment rejection hearings, and other hearings where Council acts as a quasi-judicial body.
- Assists in drafting and filing congressional testimony, resolutions, and public comments.

- Advises Council representatives in meetings and communications with tribal, federal, and state representatives.
- Negotiates and drafts federal and state lobbying contracts in coordination with Legislative Attorney.
- Anticipates and identifies legal issues and counsels the Legislative Branch in order to develop legal strategies and solutions, often in situations of great risk or significance and with limited time for assessing alternatives.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in law and other related areas.
- Able to travel daily to office in Sells, Arizona beginning in mid-2027, and to other meeting locations on the Nation as required.
- Provides in-person advice and representation as necessary in Washington, D.C., other locations in the United States, and in Mexico.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Juris doctorate degree 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 with civil litigation experience. 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 this 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.

Knowledge, Abilities, Skills, and Certifications:

- Ability to effectively advise and take client direction from Nation’s officials on a wide range of legal and policy issues.
- Knowledge of applicable federal, state and local laws, regulations, ordinances, and requirements.
- Knowledge of tribal laws, court practices, applicable judicial rules of procedure, and rules of evidence.
- Expertise in legal writing and analysis.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to exercise independent judgment and to negotiate.
- Ability to interpret applicable Nation’s, tribal, federal, state, and local laws, regulations, and requirements.
- Ability to obtain and maintain license to practice in the State of Arizona and certification to practice in Tohono O’odham Judicial Court.
- Skill in the preparation and trial of civil cases and corresponding documents.
- Skill in operating computers and communications technology, including various databases, word-processing and presentation programs, internet, AI, and computerized legal research.
- Ability to conduct meetings and make presentations via GoToMeeting, Zoom, and similar applications; perform functions remotely as required.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Ability to communicate efficiently and effectively both verbally and in writing.

- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently and meet strict timelines.
- Compliance with applicable ethical rules.

Physical Demands:

While performing the duties of this job, the employee regularly is required to use hands to fingers, handle, or feel; and talk or hear. The employee frequently is required to walk, stand, sit and reach with hands and arms; the employee occasionally is required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.