

TOHONO O'ODHAM NATION JOB ANNOUNCEMENT

Legislative Branch

P.O. Box 837
Sells, Arizona 85634
(520) 383-2470



POSITION TITLE: Office Manager
APPLICATION OPENING DATE: September 18, 2024
STATUS: Full-Time Employment
SUPERVISOR: Legislative Council Chairperson
SALARY: \$74,081.28

CLASSIFICATION: Exempt
CLOSING DATE: October 18, 2024
HOURS/WORK: 40
JOB LOCATION: Sells, AZ

Generous group health and life insurance, 401(k) plan with employer contribution, generous paid annual and sick leave, 15 paid holidays, and other benefits provided.

POSITION SUMMARY:

Under the general supervision of the Legislative Council chairperson, oversees the administrative operations of the Legislative Branch, serves in a managerial position and provides supervision of assigned personnel within the Legislative Branch. Maintains confidentiality of all privileged information.

This position summary is illustrative and does not include all the position's duties and responsibilities.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business Administration or related field
 - Three years of clerical or administrative experience
- OR
- Any combination of academic education, professional training or work experience that demonstrates the ability to perform the duties of this position
- AND
- Must possess and maintain a valid Arizona Driver's License.
 - Must successfully pass a background check (no DUIs or major traffic offenses within the past three years)

APPLICATION INFORMATION:

Interested applicants should email a completed application, a letter of interest, and resume to: Vida Angulo, Administrative Assistant at vida.angulo@tonation-nsn.gov or Vice Chairwoman Marlakay Henry at Marlakay.Henry@tonation-nsn.gov or drop off at location below.

Applications are attached and are also available at the **Legislative Branch Offices, Bashas Plaza, Suites 401 or 409**, Sells, Arizona 85634 or can be requested by calling Ms. Vida Angulo at 520-649-1461.