



P.O. Box 837
Sells, Arizona
85634

TOHONO O'ODHAM LEGISLATIVE
BRANCH

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

JOB ANNOUNCEMENT

<u>TITLE:</u> Office Specialist	<u>SALARY:</u> \$40,957.07
<u>OPENING DATE:</u> January 5, 2026	<u>CLOSING DATE:</u> Open Until Filled
<u>STATUS:</u> Probationary/Permanent/Full Time	<u>HRS/WK:</u> 40
<u>DEPARTMENT:</u> Legislative Administration	<u>SUPERVISOR:</u> Office Manager

STATEMENT OF JOB: Provides general support to the Legislative Branch by assisting the Office Manager and performing general clerical and office duties. 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 two years 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/INFORMATION: 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