

TOHONO O'ODHAM NATION  
Legislative Branch

Job Description

**P.O. Box 837  
Sells, Arizona 85634  
(520) 383-2470  
<http://tolc-nsn.org>**



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**POSITION TITLE:** Office Specialist  
**CLASSIFICATION:** Non-exempt  
**GRADE/STEP:** NE 3-1  
**SALARY/HOURLY RATE:** \$40,957.07/\$19.6909  
**SUPERVISOR:** Office Manager  
**DEPARTMENT:** Legislative Branch/Administration

**Position Summary:**

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.*

**Essential Duties & Responsibilities:**

- Welcome visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Prepares correspondence, reports, minutes, agendas, memos from clear copy or rough drafts; prepares requisitions, partial payments forms, timesheets for payroll, and other documents to submit for approval. Performs simple calculations in relation to those items.
- Arrange travel when given approval using professional travel services, when possible, provides necessary information to travelers in relation to travel itineraries that include reservations for airline, lodging and transportation services.
- Answering phone calls and responding to emails in a professional and timely manner.
- Responds to requests from Council Representatives and the public; provides routine information and refers them to appropriate sources of information.
- Maintains inventory of office equipment and/or supplies requested by council members and staff.
- Receives, sorts, logs, and route mail as needed.
- Assist in maintaining office files copies of incoming and outgoing correspondence according to established procedures.
- Assist in making necessary arrangements for scheduling meetings.

- Maintains a neat and orderly office area.
- Performs other duties as required.

**Minimum Qualifications:**

High School Diploma or GED plus two (2) 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.

**Knowledge, Abilities, Skills and Certifications:**

- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating business computers and office machines, including various database, spreadsheets, and word-processing programs.
- Knowledge of business writing, spelling, grammar, punctuation, and basic arithmetic.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Strong organizational and planning skills in a fast-paced environment.
- Proficient in handling multiple tasks and deadlines.
- Ability to exercise independent judgement and action in establishing or adopting work procedures to changing situations.
- Ability to maintain professional appearance when dealing with staff and the public
- Ability to learn assigned clerical tasks to adhere to prescribed routine.
- Ability to work overtime and after duty hours as needed
- Ability to work part of a team.

**Physical Demands:**

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