



**TOHONO O'ODHAM NATION
OFFICE OF ATTORNEY GENERAL
P.O. Box 830 - Sells, Arizona 85634
Telephone (520) 383-3410
Fax (520) 383-2689**

July 2018

Please Post or Circulate

Deadline for Submission of notice of interest – Open Until Filled

POSITION NOTICE

The Tohono O'odham Office of Attorney General is hiring one (1) Legal Assistant. The Office of Attorney General represents the interests of the Tohono O'odham Nation in tribal, state, and federal venues. The Legal Assistant will assist attorneys in all aspects of tribal governance with an emphasis on Child Welfare cases.

Starting salary is as follows:

Legal Assistant Career Ladder I - \$35,004.00

Legal Assistant Career Ladder II - \$39,604.00

Legal Assistant Full Level - \$43,715.00

The Tohono O'odham Nation offers generous benefits including paid holidays, employer funded retirement plan, sick and annual leave, and low cost medical, dental, and vision insurance.

Requirements include a valid Arizona driver's license, along with consent to have your driving record checked periodically. Applicants who are citizens or members of federally recognized tribes are preferred.

For more information, go to Tohono O'odham Nation Human Resources website at <http://www.tonation-nsn.gov/employment/>.

Applicants must also pass a background check. Send a letter of interest, resume, and contact information for your last three employers to the Office of Attorney General Eunice.Grana@tonation-nsn.gov.