

TOHONO O'ODHAM NATION

Job Description

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470

(520) 383-2479



POSITION TITLE: Assistant Legislative Attorney III-IV

CLASSIFICATION: Exempt

DEPARTMENT: Legislative Branch

SUPERVISOR: Legislative Attorney

GRADE: 81.01 (Level III); 87.01 (Level IV)

SALARY: DOE, \$133,681.60 - \$154,957.21

Position Summary:

Under direction of Legislative Attorney, provides legal advice and representation to the Legislative Council and standing committees on a wide range of issues affecting the Tohono O'odham Nation; works with 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 of the task performed by this position and is not all-inclusive.

Essential Duties & 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 tribal, federal, and state law.
- Conducts research and drafts contracts, resolutions, legislative orders, ordinances, rules of procedure, congressional testimony, 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 tribal 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 presenting the Nation's policy position 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 as required (Legislative Attorney's Office staff are working remotely until January 2021, when conditions will be reassessed).
- 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:

Level III: six years as practicing attorney; Level IV: eight years as practicing attorney. Juris doctorate degree from an accredited law school required and admission to State Bar of Arizona or ability to be admitted within 18 months of beginning employment. Current valid Arizona driver's license. No DUIs or major traffic offenses in the past three years. Bilingual O'odham/English preferred.

Knowledge, Abilities, Skills, and Certifications:

- Ability to effectively advise and take client direction from tribal 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 and codes, tribal 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 negotiate legal actions.
- Ability to interpret applicable tribal, federal, state, and local laws, regulations, and requirements.
- Ability to obtain and maintain license to practice in the State of Arizona.
- 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, 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.

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.

For Official Use Only: **REVIEWED AND APPROVED BY:**

Division Supervisor: *[Signature]*

Date: 9/29/20

Legislative Chairperson: *[Signature]*

Date: 10/05/2020

Branch/Division: _____
Name and Title

Date: _____