

# TOHONO O'ODHAM NATION

## Job Description

Legislative Branch

P.O. Box 837

Sells, Arizona 85634

(520) 383-2470

(520) 383-2479 (fax)

[www.tolc-nsn.gov](http://www.tolc-nsn.gov)



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**POSITION TITLE:** Legislative Committee Staffer  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Legislative Branch  
**SUPERVISOR:** Legislative Council Chairperson  
**GRADE:** 35

### **Position Summary:**

Coordinates with other legislative committee staff and is responsible for the effective and efficient operations of legislative standing committees. Under the supervision of the Legislative Council officers, takes assignments from legislative committee officers or committee majority. Coordinates with administrative staff, legislative secretary, and legislative attorney as needed to support committees. Maintains confidentiality of all information.

### **Essential Duties and Responsibilities:**

- Schedules meetings, appointments, and public hearings and maintains calendars for committees.
- Prepares, updates, distributes or publishes committee meeting agendas to the committee(s) and public as directed.
- Makes arrangements and prepares conference rooms and hearing rooms for committee meetings, including setting up equipment, i.e. audio visual equipment, as needed.
- Provides technical support during committee meetings.
- Drafts correspondence, memos, forms, and other documents for the committee as requested.
- Maintain committee records, including official records of committee actions.
- Drafts committee quarterly reports.
- Drafts committee travel reports.
- Gathers information and documents from programs, tribal, state, and federal offices, agencies, and officials for committees as directed.
- Distributes information to Council representatives, staff, and public as directed.
- Communicates with other programs, departments, agencies, and other personnel regarding pertinent committee business.
- Assists committee members with business travel and meeting arrangements, including preparing and submitting all necessary documents for approval.
- Prepares agenda policy forms and prepares copies of committee agenda items and other documents for submission to Legislative Secretary for Legislative Council sessions.
- Set up and maintain an effective electronic filing and retrieval system.

- Travels with committee and/or committee delegations as necessary, subject to Legislative Council officer approval.
- Works effectively as a team member to contribute to the efficient functioning of the committees.
- Performs other duties as assigned.

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

- Advanced knowledge of computer applications, including Microsoft Office applications, i.e. Word, PowerPoint, Excel; Adobe Acrobat Professional, Windows operating system and Internet.
- Strong Internet research skills.
- Proficient touch typing.
- Knowledge of modern office practices, procedures, and equipment.
- Possess strong writing skills.
- Skill in creating and formatting PDF documents.
- Skill in operating computers and office machines.
- Skill in gathering and organizing information.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to maintain strict confidentiality and exercise discretion.
- Ability to maintain privileged confidential information.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Ability to function at the highest level of independence and political sensitivity using advanced interpersonal skills and sound judgment.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules.

**Guidelines:**

- Legislative Committee Staff is not authorized to provide services to individual Council representatives or committee officers acting on their own behalf. The Council chairperson or vice-chairperson may authorize services for a designated representative, for example, when the representative is delegated authority to present the Nation's position on a specific issue as part of a national-level task force.
- Legislative Committee Staff does not provide services for individual Council representatives on personal matters.
- Draft resolutions, legislative orders, correspondence, ordinances, and other documents generated by, or on behalf of a committee, are that committee's work product. For this reason, Legislative Committee Staff will not disclose a committee's work-product except upon that committee's direction. While one committee may have an interest in another committee's work, any request to review that work should be communicated directly to the relevant committee or committee officers. This same principle applies to documents generated by, or on behalf of, the Council officers.

- Legislative Committee Staff do not provide legal advice.

**Minimum Qualifications:**

- High school diploma or GED, associate's degree or higher preferred.
- Five years' experience or equivalent combination of education and experience and knowledge of, or experience with, the legislative process preferred.
- Knowledge of the Tohono O'odham culture, customs, and traditions preferred.
- Tohono O'odham preference will be applied in hiring and promotion; bilingual O'odham/English preferred.

**Licenses and Special Requirements:**

- Must possess and maintain a valid Arizona driver's license, (no DUIs or major traffic citations within the last three years).
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate Branch vehicles.
- Must submit a 39-month driving record with the employment application.

**Physical Demands:**

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

*This list of duties and responsibilities is illustrative only of the task performed by this position and is not all-inclusive.*