

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Officer (Natural Resources)

EXEMPT: No	JOB CODE: N/A
TARGET SALARY: \$18.31/DOQ	SHIFT: Flex
PROGRAM: Public Safety	LOCATION: Bldg. 15
REPORTS TO: Sergeant (Natural Resource Enforcement)	

SUMMARY: Provide for the protection of Life and Property on the Makah Reservation and enforce Tribal Laws and Ordinances. Patrols Makah Reservation lands and usual and accustomed fishing and hunting areas off reservation for possible violation of Makah Tribal Laws and Ordinances as it relates to natural resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Patrols areas of the reservation, performs security checks of public buildings, motor vehicles, and commercial property, provides maximum security to the community and residents.

Investigates all reported incidents, aids people in distress, and renders other public services as needed.

Responds to reports of possible crime and takes initial action as situation requires, administers first aid, interview individual on scene, gather evidence, complete incident, and arrest reports.

Monitor traffic, and issue citations to violators of the traffic code, serve warrants, arrest persons on tribal or federal charges, secure their custody and complete necessary reports.

Respond to request for assistance from Clallam County Sheriff, Washington State Patrol, U.S. Coast Guard, and Federal law Enforcement Agencies.

Enforce commercial fishing and ceremonial/subsistence regulation compliance as issued by Makah Fisheries Management.

Enforce hunting regulations on and off the Reservation as issued by the Makah Hunting Committee.

Enforce Shellfish regulations as issued by Makah Fisheries Management.

Enforce compliance of sports fishing regulations and license validation of non-members on the Reservation.

Enforce secondary forest products and harvest of tribal forest resources regulations/ordinances as issued by Makah Forestry Management.

Monitors security of active logging sites for possible trespass and/or theft of equipment or tribal resource.

Conduct field checks to ensure compliance with all applicable Makah Tribal Ordinances with authority to issue citations as required.

Ensure non-members are adhering to rules of the Reservation, such as prohibition of beach combing, firearms, alcohol, trespassing, camping or driving on non designated areas.

Assist Public Safety Program in emergencies or as requested by the Chief of Police.

Pick up and distribute hatchery fish to the community.

Responsible to provide Tribal ceremonial fish for Makah Days and Senior Citizens.

Assist in the sale of Recreational Permits to non-members.

Enforce motor vehicle Recreational permitting requirements.

Enforce Ordinance # Makah Tribal Dump.

Post and maintain current hunting and fishing regulations.

Monitor all licenses and permits for Makah Tribal members and non-members.

Assumes control of emergent situations as needed.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Must have successful completion of Washington State Criminal Justice Training Academy or BIA Indian Police Academy' or ability to successfully complete within 12 to 18 months from the date of hire for continued employment.

Experience in law enforcement preferred.

Must be 21 years of age.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of community members or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have no prior felony conviction.

Must not have been convicted of a misdemeanor within one (1) year from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have current First Aid/CPR certification or within 90 days from date of hire.

OTHER SKILLS AND ABILITIES:

Must possess basic boating skills, i.e., docking.

Ability to cope with stressful situations firmly, tactful with respect of individual's rights.

Self-motivated, ability to work under stress, effectively prioritize, make sound decisions and solve problems.

Proficient map reading skills and field experience which has provided a broad knowledge of game management operations, practice and techniques.

Knowledge of treaty hunting, fishing rights, and laws, laws of evidence, court procedures, enforcement methods and techniques.

Knowledge of Federal, State and Tribal Laws, Regulations and Ordinances preferred.

Must have basic knowledge of computer applications.

Ability to provide oral and written reports in an accurate, concise and objective manner. Communication skills including listening and speaking with people from many backgrounds.

Ability to maintain a harmonious working relationship with team members and the general public.

Ability to analyze situations quickly and objectively, to recognize the dangers, and use good judgment to determine proper course of action.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS:

Must be 21 years of age by the date of hire.

Ability to qualify with firearms within 6 months from date of hire.

Ability to swim.

Ability to work rotating shift assignments, nights, weekends, and Holidays as assigned.

PHYSICAL REQUIREMENTS:

Must be in excellent physical condition and a physician must certify incumbent is capable of sustained, strenuous physical exertion and regular participation in firearms and defensive tactics training. Weight requirements are maintained and are based on height, build and age.

Must have unrestricted use of all extremities.

Must be able to traverse rough terrain in all weather conditions.

Must be able to dead lift 200 pounds.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

INTERNAL REVUNUE TAX EXEMPTION

The Makah Tribal Council has determined that 70 percent of this position's essential duties and responsibilities are "fishing rights-related activities" as defined in Internal Revenue Code § 7873 (b) (1), this applies to enrolled Makah Tribal Members.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

OPEN: August 24, 2011
CLOSE: September 7, 2011

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.