



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Full Time Tribal Police Officer

LOCATION: Duckwater Tribal Law Enforcement
Duckwater, Nevada

ANNUAL SALARY: Minimum Salary \$50,000.00 D.O.E. Housing available (rent free)

OPENING DATE: May 25th, 2022

CLOSING DATE: July 18th, 2022

JOB DESCRIPTION:

Upon employment, the employee will perform a full range of enforcement duties in the areas of range patrol operations, criminal investigations, civil process, search and rescue, and courtroom security; enforce all Tribal, State and Federal laws within the jurisdiction of the Duckwater Shoshone Indian Reservation and performs related work as assigned.

JOB DUTIES:

- Observe activities in an assigned area, during random patrol or as directed to maintain order, detect crime and/or violations, enforce laws and take enforcement action as appropriate within the Duckwater Shoshone Indian Reservation.
- Respond to calls for service received from a dispatcher, supervisor, citizen or other source; evaluate the situation with officer and public safety paramount, evaluate the situation from the standpoint of public, and implement action appropriate to the circumstances, including enforcement action (arrest or issue of citation), mediation between parties, emergency medical aid and/or referral to other agencies as necessary.
- Investigate observed or reported crimes, traffic accidents and offenses and/or other incidents to establish the nature of the crime committed and other relevant factors.
- Write reports documenting information gathered and actions taken as a result of incidents such as call for service, investigations, field interviews, citations, arrests, service of civil process, use of force and disturbances.

- Regulate crowds at public gatherings, special events and within a housing unit, including maintaining order and quelling riots and other disturbances in order to promote public safety.
- Serve and execute civil and criminal process, including search warrants, warrants for arrest and a variety of civil paper such as writs, evictions and subpoenas.
- Testify at Judicial proceedings and administrative hearings to present evidence and information relevant to the proceedings.
- Maintain security search and supervise the conduct and transport of arrestees.
- Perform daily inspections of assigned work area and/or vehicle to ensure maintenance; of equipment cleanliness and security.
- Coordinate court appearances for arrestees or transport arrestees in person; coordinate dates of appearances and communicate with judges and court staff; maintain of inmates during court appearances.
- Write and dictate clearly and concisely using grammatically correct English.
- Read and interpret complex documents, collect, organize; and analyze a variety of information and apply results to police activities.
- Observe, assimilate, and recall facts and details.
- Administer first aid and CPR and maintain annual certification.
- Maintain confidentially.
- Testify with proper courtroom demeanor.
- Recognize obvious symptoms of emotional and physical disorders and make appropriate referrals.
- Operate equipment distinctive to the division assigned.
- Shifts are flexible and remain consistent when possible. On occasion, an officer may be required to deviate from his/her schedule. The standard workweek is 40 hours per week.

OTHER REQUIREMENTS:

- Must be 21 years of age at the time of application.
- Must be a United States Citizen.
- Applicant must pass a written law enforcement test provided by the Duckwater Tribal Police Department with a score of 70%.

- ***Upon acceptance of a job offer the employee must reside on the Duckwater Shoshone Reservation.***

LICENSE OR CERTIFICATE:

- A valid Nevada Class C driver's license is required at the time of appointment and for continued employment in this classification.
- Must be insurable with the Duckwater Shoshone Tribe motor vehicle insurance program.
- Must have high school diploma or possession of a General Education Development Certificate. (G.E.D.)
- Certified applicants must provide a copy of completion of the Bureau of Indian Affairs Academy, Nevada Police Officer Standards Training Academy, any other State academy.
- Non-Certified applicants, whom have been out of service for 3 years or longer, will be expected to obtain basic police officer standards and training certification from either the Bureau of Indian Affairs Indian Police Academy or Nevada POST Academy, within six months of hire.

PHYSICAL REQUIREMENTS:

- All applicants must be examined by a physician, deemed fit for duty, and satisfactorily pass a physical fitness battery upon hire.
- Ability to sit, stand for long periods, walk, run, kneel, push, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, and distinguish between colors.
- With appropriate training and certification, ability to recognize and command situations involving confined workspace, chemicals, explosive material, mechanical hazards, dust, dirt, grease, infectious disease, and other environmental conditions.
- Must be willing to use protective devices (e.g. bullet-resistant vest, masks, goggles, gloves etc.) in the course of performing duties and responsibilities.
- Must successfully pass PRE-EMPLOMENT tests.

Failure to conform to the following standards may result in termination.

BACKGROUND INVESTIGATIONS:

- All applicants will be required to submit to fingerprinting and undergo a thorough background investigation to include inquiries into all prior arrests and convictions.

- Applications with prior felony/gross-misdemeanor convictions will not be considered for this position. Also, applicants with misdemeanor convictions for acts, which constitute domestic violence, will not be considered. This will include Tribal Court convictions from any jurisdiction for acts, which constitute domestic violence. This could also include anyone currently subject to a protective order issued by a court.
- Anyone who is prohibited from possessing a firearm by court order will not be considered for this position and in accordance with the Gun Control Act.
- Excluding misdemeanor traffic citations, applicants who have been convicted of misdemeanor violations including those for one driving under the influence within the past seven years will not be considered for this position.
- All applicants will be required to submit to drug screen testing.
- All applicants may be required to submit to psychological evaluation.

EQUAL OPPORTUNITY EMPLOYER:

The Duckwater Shoshone Tribe provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disabilities or genetics.

Indian Preference is a local Tribal decision and is substantially subjective based on Tribal Council Decisions. The Council recognizes that the hiring process will give preference to Duckwater Shoshone Enrolled Members in all positions.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribal Administration office, by visiting the Duckwater Website at duckwatertribe.org, or by calling 775.863.0227.

Submit cover letter and resume along with application to Duckwater Shoshone Tribe, Shalene Mike-Collins, Human Resources, P.O. Box 140068, Duckwater, NV 89314.