The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at **www.tachi-yokut-nsn.gov**

Job Requisition Form

Position to be filled: Officer III

Department: Public Safety

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus 3-5 years experience in High Volume Public Contact; 1-2 years experience in management/supervisory responsibility in Public Safety and/or Law Enforcement- **Required;**
- Must possess California Driver License- **Required;**
- Must be insurable by companies' insurance carrier and maintain throughout employment- **Required;**
- Must possess CA P.O.S.T. certificate- **Required;**
- Must maintain CA P.O.S.T. certification throughout employment- **Required;**
- Review and approve reports on operations and activities of suspicious persons and situations, safety hazards and unusual or illegal activity of assigned area;
- Assist patrol assigned areas on foot or motorized conveyance, responding promptly to calls for assistance, as needed;
- Conduct daily briefing sessions for members of unit and inspects uniforms and equipment;
- Detains and questions witnesses, victims, suspects and contact law enforcement as necessary;
- Conducts preliminary investigations of incidents as necessary; collects and preserves physical evidence, protects crime scene, reports and records all facts of incidents;
- Issue citations to violators of Tribal Ordinances;
- Direct traffic flow and re-route traffic in case of emergencies;
- Prepare work schedules;
- Ensure compliance with Tribal rules and regulations;
- Recommend and assists in implementation of unit's goals and objectives;
- Inform and recommend options to facilitate long-term problem resolutions;
- Promote good community relations by participating in awareness and prevention events;
- Drive within the perimeters of the Santa Rosa Rancheria Indian Community and acres owned by the Santa Rosa Rancheria Tachi-Yokut Tribe;
- Other duties as assigned and/or deemed appropriate;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Department of Public Safety.

Reports To: Lieutenant

Starting Rate of Pay: DOE –$56,160.00 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: December 9, 2021

Deadline: Open Until Filled

_____ _____

Department Director Date Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.