

NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES
JOB ADVERTISEMENT

POSITION: Criminal Investigator

PAY: \$50,662.00 - \$67,162.00 Annual

DEPARTMENT: Northern Cheyenne Investigative Services (NCIS)

ACCOUNTABLE TO: Supervisory Criminal Investigator (Director-NCIS)

OPENING DATE: April 11, 2024

CLOSING DATE: OPEN UNTIL FILLED

HOW TO APPLY: Submit a complete application, a resume, three (3) letters of recommendation dated within 1 year (one must be from a present/past employer), Tribal Enrollment Certification or copy of Tribal Identification card, a copy of DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts. Hand-carry or mail all documents to: Northern Cheyenne Tribe, Attn: Human Resources Office, PO Box 128, Little Wolf Capital Building, Lame Deer, MT 59043 **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

SUMMARY OF WORK: This position is located within the Northern Cheyenne Tribe's Investigative Services. The Northern Cheyenne Investigative Services has criminal investigative responsibilities for crimes committed within the boundaries of the Northern Cheyenne Reservation. The incumbent will perform criminal investigations and other law enforcement responsibilities which serve the members of the Northern Cheyenne Tribe as well as members of other federally recognized tribes who reside on the Reservation. The incumbent will be a commissioned law enforcement officer under 25 U.S.C.

DUTIES:

1. Organizes, plans, and conducts the investigation of major and/or sensitive criminal activity occurring on or impacting the Northern Cheyenne Reservation, which can be complex and intricate in nature; focusing on Drug Enforcement and Human Trafficking.
2. Apprehends, arrests, detains and interviews all subjects suspected of violations of Federal and Tribal law. Testifies at hearings and trials and secures search warrants through processing of affidavit.
3. Gathers information at a crime scene, documents interrelationships of facts, relevance of evidence and validity of allegations involving criminal activity.
4. Prepare and/or review reports of investigations to ensure they are prepared in a clear, concise, logical and impartial manner for submission to the appropriate attorneys or prosecutors office.
5. Perform surveillance of sites and suspects and/or perform sensitive undercover assignments to obtain evidence, establish probable cause or link multiple suspects and events to criminal activity.
6. Create and maintain effective relationships with Federal, State and local law enforcement agencies, intelligence agencies, and their related entities, in order to successfully collaborate on cross-jurisdictional and cooperative situations.

7. Will be an active participant and member in the FBI Safe Trails Task Force as well as the Human Trafficking Task Force.

SUPERVISION RECEIVED: Supervision is provided by the Supervisory Criminal Investigator of the NCIS.

PERSONAL CONTACTS: Contacts are with Federal, State and law enforcement personnel, intelligence agencies, probation officers, court personnel, victims of crime, witnesses, behavioral health providers, Northern Tribal departments/agencies, the Northern Cheyenne Council, and the general public.

PHYSICAL EFFORT & ENVIROMENTAL FACTORS: The work is performed in a standard office environment, courtroom, and law enforcement environment and in the general community. The incumbent must be able to work under stressful conditions and may be subject to hostile environments. The work may extend beyond the normal eight (8) hour daily schedule. Moderate travel on and off the Northern Cheyenne Reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Experience: Four (4) years of specialized experience at carrying out investigative duties related to narcotics criminal matters including production of reports; testifying in federal, state, tribal and/or local courts; securing search and arrest warrants; gathering information on individuals or organizations suspected of criminal activity; and performing undercover assignments. **OR**
 - B. Education: Four (4) full academic years of progressively higher-level education *or* a Bachelors in a related field of study **OR** a combination of specialized experience and education that totals 100% of the experience requirement.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Knowledge of the organization, in relationship to other agencies, to the tribe and to the general public and a knowledge of the reservation, the locations, boundaries and tribal codes.
 - Knowledge of 18 USC with emphasis on the Major Crimes Act.
 - Knowledge of the and experience in law enforcement procedures and techniques, including the investigation of crimes, Federal Rules on Criminal Procedure, police conduct, courtroom etiquette, rules of evidence and rules of testimony.
 - Knowledge of Federal, State and Tribal Court decisions which impact investigations on Indian lands, especially decisions involving jurisdiction and authority questions, with emphasis on Sexual Offender Registry specific objectives and outcomes.
 - Working knowledge of the complex jurisdictional issues involved, develops and maintains productive working relationships with tribal, state, and federal agencies, promoting information exchanges and providing investigative expertise and operational support.
 - Knowledge of methods and patterns of criminal operations and availability and use of modern detective devices and laboratory services.

B. Skills:

- Skill in recognizing, collection and preserving physical evidence and maintaining a chain of custody; and the ability to distinguish between relevant and admissible or non-admissible information and evidence.
- Skill in collection, assembling and presenting pertinent facts both orally and in writing, and the ability to prepare clear concise reports.
- Proficient in the use of firearms, 2-way radio operation, emergency policy vehicle and equipment.

C. Abilities:

- Ability to communicate effectively verbally and in writing.
- Ability to plan, organize, prioritize and complete work assignments timely.
- Ability to work and cope in stressful and sensitive situations.
- Ability to maintain strict confidentiality.

NECESSARY SPECIAL REQUIREMENTS:

- Required to work irregular hours, weekends, holidays and rotating shifts.
- Required to attend and successfully complete mandatory training.
- Required to wear departmental uniform.
- Required to sign a code of conduct and understand sanctions for misconduct.
- Required to pass a pre-employment drug and alcohol test.
- Must successfully complete Criminal Investigator training or certify they have completed required training as a criminal investigator.
- Must be in excellent physical condition, and capable of sustained, strenuous physical exertion as evidenced by annual physical and physical Efficiency Battery Training.
- FIREARMS REQUIREMENT: This position requires that the incumbent meet initial and continuing qualifications in the use of firearms as outlined in the Gun Control Act of 1968, amended by the Lautenberg Amendment of 1996. An applicant whose background includes any of the following will be ineligible for consideration: 1) convicted of a crime punishable by imprisonment exceeding one year; 2) has any outstanding warrants or is a fugitive from justice; 3) unlawful user of or addicted to any controlled substance; 4) adjudicated as a mental defective or has been committed to a mental institution; 5) illegally or unlawfully in the United States; 6) renounced U. S. citizenship; 7) subject to a court-ordered restraining order from harassing, stalking, or threatening an intimate partner or child; or 8) convicted of a misdemeanor crime of domestic violence.
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- Incumbent is required to operate a government motor vehicle, must possess a valid driver's license, and have a safe driving record within a 3-year period when selected.