

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES
*JOB ADVERTISEMENT***

POSITION: Indian Highway Safety Project Officer **PAY:** \$59,280.00 Annual

DEPARTMENT: Northern Cheyenne Investigative Services (NCIS)

ACCOUNTABLE TO: Bureau of Indian Affairs (BIA), Chief of Police or designee

OPENING DATE: January 12, 2022

CLOSING DATE: January 26, 2022 @ 4pm

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

SUMMARY OF WORK: This position performs duties in the enforcement of traffic laws and ordinances, regulations and investigations pertaining to DUI drivers, traffic crashes and traffic safety violations, within the jurisdiction of the Northern Cheyenne Reservation. The incumbent will enforce laws and investigates alleged crimes or complaints relating to DUI/DWI/OWI and moving violations. Work will be performed in compliance with standard law enforcement procedures, tribal statutes, federal statutes and state statutes as they apply to the position's scope of authority. The incumbent provides law enforcement services in a manner that promotes a positive image on the law enforcement profession, police department and the Northern Cheyenne Tribe.

DUTIES AND RESPONSIBILITIES:

1. Read and understand the Grant Agreement to ensure compliance with rules, regulations and special emphasis as may be required.
2. Read and understand performance measures and reporting requirements.
3. Enforces traffic ordinances and investigates traffic crashes involving personal injury and property damage.
4. Provides first aid to the sick and injured until medical personnel arrives.
5. Maintains records, daily log sheets and completes police reports in a timely manner.
6. Appears in court on traffic violations and criminal cases.
7. Familiarizes self with the Northern Cheyenne Reservation roads and general geography.
8. Adheres to confidentiality of information.
9. Abides by safety rules and regulations.
10. Operates department vehicles in a safe and legal manner.

11. Follows policies and procedures of the Northern Cheyenne Tribe and BIA Police Department.
12. Spend 100% of time performing traffic safety related duties (an exception to this rule is exigent circumstances involving safeguarding lives).
13. Performs other duties in support of the Northern Cheyenne Tribal traffic safety project as assigned or required by the Chief of Police or designee.
14. Abide by all requirements of the Indian Highway Safety Program.
15. Attend training as may be needed to fulfill position (SFST, intox certification, radar operator, etc.).

SUPERVISION RECEIVED: Supervision is provided by the BIA-OJS Chief of Police or designee.

PERSONAL CONTACTS: Contacts are with Federal and State law enforcement personnel, intelligence agencies, probation officers, court personnel, victims of crime, witnesses, Northern Tribal departments/agencies, the Northern Cheyenne Tribal Council, local school/college staff and students, 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. Occasional travel on and off the Northern Cheyenne Reservation may be required.

MINIMUM QUALIFICATIONS:

1. Must possess basic police officer certification. This certification must be from the Indian Police Academy or an equivalent certification recognized by the Indian Highway Safety Program.
2. Must have a high school diploma or GED.
3. Must have a valid driver's license.
4. Must be twenty-one years of age.
5. Must have excellent oral and written communication skills.
6. Must have no felony convictions or convictions involving domestic violence.
7. Must pass a background investigation and be properly adjudicated in accordance with 25 C.F.R.

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 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.