

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE INVESTIGATIVE SERVICES**

POSITION: Lead Sex Offender Compliance Officer **PAY:** \$25.00 Per Hour

DEPARTMENT: Sex Offender Registration Notification Act (SORNA) Program

ACCOUNTABLE TO: Director, Northern Cheyenne Investigative Services (NCIS)

OPENING DATE: May 25, 2022

CLOSING DATE: June 08, 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: The primary purpose of this position is to perform a full range of tasks relative to the effective management and enforcement of the Sex Offender Registration and Notification Act (SORNA) program. The Lead Compliance Officer will be responsible for registering, supervising and monitoring of all sex offenders residing, working or attending school within the exterior boundaries of the Northern Cheyenne Reservation. The Lead Compliance Officer will be responsible for maintaining the SORNA program grant utilizing the JustGrants system.

DUTIES AND RESPONSIBILITIES:

- Ensures that convicted sex offenders are registered and consistently maintain compliance with Tribal, State, and Federal registration laws.
- Conducts office interviews and home visits to ensure offenders compliance.
- Conducts compliance checks with Tribal, State, and Federal agencies to ensure all offenders are in compliance with the SORNA agreement.
- Utilizes all suitable methods to aide and encourage offenders to improve their conduct and conditions.
- Supervises offender's compliance with court orders and/or probation or parole conditions.
- Refers clients for evaluation for chemical dependency, sex offender treatment programs, etc., and maintains contract on client's fulfillment of mandated court orders.
- Attends and testifies at court hearings as required.
- Performs as the liaison with sentencing jurisdiction, court personnel, community groups, service provider organizations, state agencies, and law enforcement agencies.
- Develops and maintains case files as assigned by the Director. Ensures all required documentation is included in case files. Creates and maintains caseload database.
- Conducts law enforcement and community education workshops.

- Maintains the SORNA grant utilizing the JustGrants system.
- Assists the Director in maintaining the SORNA budget.
- Assists the Director in ensuring all duties and responsibilities of personnel are met.

SUPERVISION RECEIVED: Supervision is provided by the Director of the Northern Cheyenne Investigative Services

PERSONAL CONTACTS: Contacts are with Federal and State agencies and law enforcement personnel, probation officers, court personnel, Northern Tribal departments/agencies, the Northern Cheyenne Tribal Council, community groups, service provider organizations, 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. Bachelor's Degree in Criminal Justice or related field.
2. Minimum of five years' work experience in a clerical field or similar job required to perform essential duties and responsibilities.
3. Experience in maintaining Grants.
4. Experience in developing and maintaining budgets.
5. Must possess a valid Montana driver's license.
6. Must be insurable under the Tribe's insurance policy.
7. Must have excellent oral and written communication skills.
8. Experience utilizing and applying the N.C. Tribal Personnel, Travel, Property Management, Purchasing Management, and Financial Management System Manuals.
9. Must pass urinalysis drug screening.

NECESSARY SPECIAL REQUIREMENTS:

- Must have a thorough knowledge of the Northern Cheyenne Law and Order Code, Adam Walsh Act and the Sex Offender Registry and Notification Act (SORNA).
- Knowledge of the Freedom of Information Act and Privacy Acts as they pertain to the confidentiality of client data, information and records.
- Must have knowledge of the JustGrants system.
- Knowledge of court room procedures and demeanor.
- Must have the ability to effectively interview registrants and maintain case files.
- Must have the ability to organize, survey, and develop programs, proposals, and work-plans.
- Must have the ability to perform complex clerical work involving administrative details.
- Must have the ability to handle stressful situations, exercise sound judgment, and work without supervision.
- Must have the ability to follow verbal and written instructions.
- Must have the ability to establish effective working relationships with fellow employees, supervisors, and the general public.