

**NORTHERN CHEYENNE TRIBE**  
**POSITION ADVERTISEMENT**

**POSITION:** Sex Offender Compliance Officer

**DEPARTMENT:** Sex Offender Registration Notification Act (SORNA) Program

**ACCOUNTABLE TO:** Northern Cheyenne Healing Hearts Coordinator

**CLASSIFICATION:** Permanent Full-Time    **SALARY:** \$17.00

**OPENING DATE:** January 12<sup>th</sup>, 2022 **CLOSING DATE:** January 26<sup>th</sup>, 2022 at 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). The 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.

**JOB CHARACTERISTICS**

**Work Nature:** This position ensures convicted sex offenders are registered and consistently maintained with Tribal, State and Federal registries. Conduct interviews and home visits to ensure sex offenders compliance. Utilize suitable methods to aid and encourage sex offenders to improve their conduct and condition. Supervise sex offenders in compliance with court orders and/or probation/ parole conditions. Makes referral of sex offenders for chemical dependency, sex offender treatment programs to maintain fulfillment of court orders. Attend and testify in court as required. Perform as liaison with sentencing jurisdiction, court personnel,

**community people/groups, service provider organizations, state agencies, and law enforcement agencies. Develop and maintain case files assigned by the supervisor.**

### **MAJOR DUTIES:**

- Ensures that convicted sex offenders are registered and consistently maintain compliance with Tribal, State, and Federal registration laws.
- Conduct office interviews and home visits to ensure offenders compliance.
- 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.
- 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 supervisor. Ensures that all required documentation is included in case files. Creates and maintains caseload database.
- Conducts law enforcement and community education workshops.

### **JOB REQUIREMENTS**

**Knowledge:** The applicant 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. Knowledge of court room procedures and demeanor.

**Skills:** The applicant must have the ability to effectively interview registrants and keep

**Abilities:** This position requires the ability to: organize, survey, and develop programs, proposals, and work-plans. This position requires the ability to perform complex clerical work; deal with administrative detail; handles stressful situations; exercise sound judgment; work without supervision; communicate effectively orally and in writing; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE**

The above knowledge, skills, and abilities which are held inclusively as part of the education and experience requirement are typically acquired through a combination of education and experience equivalent to:

- 1) Associate Degree in business, environmental science, general studies,
- 2) Minimum of three years' work experience in a clerical field or similar job required to perform essential knowledge, skills, and abilities.
- 3) Experience utilizing and applying the N.C. Tribal Personnel, Travel, Property Management, Purchasing Management, and Financial Management System Manuals.
- 4) Must possess a valid Montana driver's license.
- 5) Must be insurable under the Tribe's insurance policy.
- 6) Must pass urinalysis drug screening.