



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Tribal Police Officer
Department: Tribal Police Department
Supervised by: Tribal Police Chief
Pay Range: T-8 \$19.57 - \$27.40/Hr. (\$40,705.60 - \$56,992.00 Annually) DOQ
FLSA Status: Exempt – Salaried; Regular / Full-Time

General Duties: Under the general supervision of the Tribal Police Chief, performs a variety of administrative and professional work in assuring compliance with Tribal, State and Federal Law. This is an armed position.

Responsibilities:

- Enforce ordinances and resolutions of the Bishop Paiute Tribe as directed.
- Deliver and serve legal papers as requested by the Tribal Court or Tribal Council.
- Investigate alleged violations of ordinances and resolutions of the Bishop Paiute Tribe.
- Act as bailiff during Tribal Court Sessions and security at public meetings to maintain order.
- Patrol and observe the Bishop Paiute Reservation as requested by the Tribal Council.
- Serve as Tribal liaison with local, state and federal law enforcement.
- Complete reports for all incidents that occur and prepare appropriate documentation for the Tribal Court System.
- Report individuals in violation of ordinances and resolutions of the Tribal Council.
- Availability to patrol 24 hours, seven days per week, with on call shifts.
- It is understood that this position will require the individual to perform discretionary and sometimes policymaking functions as a Tribal Official in performing the above listed and to be assigned responsibilities.
- Other duties as assigned.

Supervisory Responsibilities: As assigned by the Tribal Police Chief

Competencies: To perform the job successfully, an individual should demonstrate the following competencies that are essential functions of this position.

- **Decision Making**—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- **Interpersonal Skills**—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- **Oral communication**—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and can conduct productive meetings.
- **Customer Oriented** – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- **Time Management**—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Detail Oriented**—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires himself/herself and others around them to get the job done and follow through on assigned tasks.
- Adaptability and Flexibility - the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events; responding positively to change

Experience and Education:

- High School Diploma or GED
- Minimum of two years of law enforcement experience, military or Tribal Public Safety experience is **required**.
- P.O.S.T. certified in California or Federal agency or the ability to successfully complete a basic P.O.S.T. or F.L.E.T.C. academy at Indian Police Academy (IPA).
- Associates degree in related field is preferred and may be substituted for a High School Diploma or GED.
- Knowledge of Public Law 280 and relevant Federal laws.
- Must pass a Fingerprint and extensive background investigation to include; Reference and Criminal Background, Psychological Evaluation and Physical Examination requirements will apply for Tribal Police Officers.

Other Qualifications:

- Must be a minimum of 21 years old.
- Within 30 days of accepting employment, must be able to establish full-time residency within a **20 minute response time** of the Bishop Paiute Tribe.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Must comply with the Bishop Paiute Tribe’s Driving Policy, Drug-Free Workplace Policy and a Criminal Background Investigation, No Felony or Misdemeanor conviction.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.