



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Public Safety Deputy
Department: Public Safety
Supervised by: Public Safety Director
Pay Range: T-8

General Duties: Under the general supervision of the Public Safety Director, performs a variety of administrative and professional work in assuring compliance with State and Federal Law. This is an unarmed 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 Reservation as requested by the Tribal Council.
- Serve as 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 all hours and seven days per week, with on call shifts.
- Other Duties as assigned.

Supervisory Responsibilities:

None

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.

Requirements:

- Minimum of two years of law enforcement experience.
- Associates degree in related field is preferred.
- Knowledge of Public Law 280 and relevant Federal laws.
- Fingerprint and background clearance and Pass a pre-employment drug screen.
- Possess a valid California Driver’s License and be Auto insurable in accordance with the Bishop Paiute Tribe.
- Within 30 days of accepting employment, must be able to establish full-time residency within a 5 mile radius of the Bishop Paiute Tribe.

Indian Preference:

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