



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 07/09/2015 Closing Date: 07/23/2015

Position Title: Community Service Officer

Department: Public Safety

Work Schedule: Varies; 24/7 Operation

Wage Rate: Pay Range 12: \$13.68/ Hr. / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Community Service Officer **WORKSITE:** Tule River Justice Center
129 S. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Community Service Officer is to maintain the security and safety of the Tribal Community and employees by executing and enforcing the Tribe's Regulations and Ordinances.

DUTIES AND RESPONSIBILITIES:

1. Assures the safety of the Tribal community, employees and visitors while on the Reservation and other sites as determined by management.
2. Remains mobile and alert at all times while on duty
3. Cooperates with all Tribal regulations, laws, procedures and outside Law Enforcement Agencies.
4. Remains professional, respectable and polite at all times
5. Writes daily reports and documents incidents as required by department policies and procedures.
6. Other duties as assigned.

QUALIFICATIONS:

1. Must possess a High School diploma or G.E.D.
2. Law Enforcement or Security experience is preferred or willingness to be trained.
3. Must possess a valid California Drivers License and be insurable through Tribe.
4. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
5. Must be able to handle extended hours and a flexible schedule when necessary.
6. Must possess excellent communication, presentation, and interpersonal skills.
7. Ability to multitask and prioritize.
8. Must be able to communicate with persons of various social, economic, and cultural backgrounds.
9. Must be a team player.
10. Must be willing to attend trainings and travel as needed.
11. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.

PHYSICAL REQUIRMENTS

Position requires prolonged sitting, standing, walking, crawling, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The employee may occasionally be required to climb and/or balance. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. Frequently must be able to lift up to 50 pounds, and normally must be able to lift over 50 pounds. This position may require the movements and strength to incapacitate or subdue other persons for the protection of safety of self and others. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Chief of Police
This position supervises:	None
Salary range:	Pay Range 12: \$13.68/ HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Various work shifts as needed by the department
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) Plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT