JOB TITLE: Police Officer I - Entry Level
ORGANIZATION: Quileute Tribe
SUPERVISOR: Chief of Police
LOCATION: La Push, Washington
SALARY: DOQ
OPEN DATE: 2/3/2021
CLOSING DATE: Until Filled

POSITION SUMMARY
The Quileute Tribe Police Officer serves as the first line public safety officer for the Quileute Tribe, all properties, the reservation, businesses, and tribal programs. This position performs work involving the protection of life and property, the enforcement of laws and ordinances, the investigation of crimes, and the reduction of crimes. Police Officers provide services and education to the public and perform other related work as required. The work is performed in accordance with accepted, contemporary policing practices and departmental regulations. This position requires consistent attention and commitment to assigned duties to be performed in an effective, efficient, and safe manner. Personal conduct and behavior must be such that it does not bring discredit or unnecessarily endanger the public’s trust or confidence in the Department or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work without supervision.

RESPONSIBILITIES/REQUIREMENTS
- Enforce criminal, traffic laws and local ordinances.
- Patrol an assigned geographical area by foot or vehicle.
- Respond to citizen emergency calls and complaints.
- Investigate crimes and prepare written reports.
- Issue citations, summons, serve arrest warrants.
- Administer first aid and assist other emergency services.
- Maintain a required level of physical and mental fitness.
- Deal successfully with violent or stressful incidents.
- Use physical force, including deadly force, to protect self, officers and public, if necessary.
- Testifies in Tribal, State, and Federal courts in response to subpoenas and summons.
- Carry a firearm, wear a uniform, and work rotating shifts, including weekends and holidays.
- Six months probationary.
- Other duties as assigned with the scope of position.
MINIMUM QUALIFICATIONS REQUIRED

- Completion of B.L.E.A. within one year of employment.
- U.S. citizen, 21 years of age, High School Diploma or GED, a two-year college degree desired.
- Have certification or receive for CPR and First Aid within one (1) year of hire date.
- Valid Washington State driver’s license, no traffic misdemeanor convictions prior three years.
- Must be willing to travel within Washington State and out of state as required.
- No felony convictions in any court; No misdemeanor convictions prior three years, no misdemeanor convictions ever for crimes involving use of weapons, physical violence, DOMESTIC VIOLENCE, or controlled substances.
- Must not have a dishonorable, bad conduct or discharge other than honorable from the military service.
- Testing Process: Oral board Interview, Interview with the Chief, physical fitness test, background investigation, fingerprints, drug screening.
- Must pass a polygraph and psychological exam as requested by the Chief of Police, medical examination prior to appointment.
- Employee is required to live within a 30-mile radius of La Push and respond from their residence to the Quileute Reservation within thirty (30) minutes of notification when on-call or re-called to duty for emergencies and manning shortfalls.
- Employee is required to have a telephone at his/her place of residence for emergency availability and may be required to respond to emergency calls 24 hours per day.

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

HOW TO APPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

Quileute Tribe, Human Resources Department
P.O. Box 279
La Push, Washington 98350

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership, or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.