

**MAKAH TRIBE  
JOB DESCRIPTION**

**Job Title: Specialty Officer**

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<b>EXEMPT: No</b>	<b>JOB CODE: N/A</b>
<b>TARGET SALARY: \$12.50 to \$14.14/DOQ</b>	<b>SHIFT: Flex - Shift</b>
<b>PROGRAM: Public Safety</b>	<b>LOCATION: ACC Bldg</b>
<b>REPORTS TO: Sergeant Specialty Officer</b>	

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**SUMMARY:** Receive all incoming calls and complaints for the Police Department, Fire Department, and EMS medical calls to the Officer on duty. Provide classification and review of all official documents prior to receiving prisoners into the facility. Provide general security and ensure general needs of prisoners are met while the prisoner is in custody. Process booking, lodging, and release of Prisoners by performing the following duties

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Facilitate communication between community members in need of routine/emergency services from Police, Fire Department, Medical Doctor, or EMS via radio, telephone, and computer terminal.

Record incoming calls, citizen complaints, radio transmissions, and Police activities.

Monitor alarm systems, and contact Officer and other appropriate individuals in the event of alarm sounding.

Conduct routing inquiries on persons, vehicles, and other miscellaneous articles via ACCESS/WACIC/NCIC computer terminal, and makes routine entries when required.

Contact outside department/agencies (i.e., Department of Transportation, PUD, Search & Rescue, Airlift Northwest) for assistance when required. Receive prisoners from arresting officers. Conduct the booking process to include records, fingerprinting, and photographs.

Process prisoners for release after completion of their time or as Court Order requires.

Conduct frequent security checks of all cellblocks for unusual activity, suspicious activity, safety, and welfare of prisoners, unauthorized contraband and food items, and facility maintenance.

Respond to prisoner's requests and complaints. Responsible for the general welfare and safety of the prisoners.

Administer U/A drug testing and alcohol breathalyzers tests as required.

Facilitate prisoner visitation, exercise, and break period.

Screen all incoming prisoner's articles of property for security purposes.

Perform other duties as assigned to ensure orderly and proper functioning of the Makah Tribal Adult Correction Center.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED)

At least one year successful experience working with the public and telephone.

At least one year experience operating a radio transmission.

Previous dispatcher experience preferred.

Must successfully complete state training and examination on ACCESS/WACIC/NCIC computer.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of community members, outside officials or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation,

obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Must have a First Aid/CPR Card.

Must be bondable.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

### **OTHER SKILLS AND ABILITIES**

Ability to maintain a high level of confidentiality.

Ability to make quick judgment calls or urgent or emergency services and dispatch appropriate services.

Ability to cope with stressful situations firmly, tactfully with respect to individual rights.

Must have the skills and ability to control a violent offender who is willfully resisting lawful authority and to learn self defense tactics.

Must be self motivated , and have the ability to work under stress, effectively prioritize, make sound decisions and solve problems.

Ability to maintain a harmonious working relationship with team members and the general public.

Ability to communicate clearly, both verbally and in writing.

Ability to operate various office machines, i.e., multi-line phone system copy machine, fax machine, typewriter. Ability to work with various software programs.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENTS**

Must successfully complete two weeks on-the-job training for continued employment.

### **SPECIAL WORK SCHEDULE:**

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work rotating shifts, evenings and weekends, holidays as well as some weekday hours, Schedule to be determined by the Sergeant Specialty Officer .

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCESS:**

**Submit a Tribal Application for this position with supporting documentation to:**

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: January 12, 2021**  
**CLOSE: January 26, 2021**

## **IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.