

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Police Officer I/II**

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| <b>EXEMPT: No</b>  | <b>JOB CODE: N/A</b>           |
| <b>TARGET SALARY:</b><br><b>Officer I: \$19.80 to \$22.00/DOQ</b><br><b>Officer II: \$25.19 to \$27.99/DOQ</b> | <b>SHIFT: Shift - Flex</b>     |
| <b>PROGRAM: Public Safety</b>  | <b>LOCATION: Public Safety</b> |
| <b>REPORTS TO: Sergeant</b>  |                                |

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**SUMMARY:** Provide for the protection of Life and Property on the Makah Reservation and enforce Tribal Laws and Ordinances 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.

Patrols areas of the reservation, performs security checks of public buildings, motor vehicles, and commercial property, provides maximum security to the community and the residents.

Investigates all reported incidents, aids people in distress, and renders other public services as needed.

Responds to reports of possible crime and takes initial action as situation requires, administer first aid, interview individual on scene, gather evidence, complete incident, and arrest reports.

Monitors traffic, and issues citations to violators of the traffic code, serve warrants, arrest persons on Tribal or Federal charges, secure their custody and complete necessary reports.

Respond to request for assistance from Clallam County Sheriff, Washington State Patrol, U.S. Coast Guard and Federal Law Enforcement Agencies.

Assumes control of emergent situations as needed.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

Must be 21 years of age.

**OFFICER II** - Must have successful completion of Washington State Criminal Justice Training Academy or BIA Indian Police Academy.

**OFFICER I** – Reserve Officer Training or No Experience. Must successfully complete the Washington State Criminal Justice Training Academy or BIA Indian Police Academy within 12 to 18 months from the date of hire for continued employment.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of community members of employees or the organization.

**MATHEMATICAL SKILLS:**

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

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers License and insurable.

Must have no prior felonies.

Must have current First Aid/CPR certification.

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:**

Knowledge of Tribal, State Laws, Regulations and Ordinances.

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

Self-motivated, ability to work under stress, effectively prioritize, make sound decisions, and solve problems.

Ability to work rotating shift assignments, nights, weekends, and holidays as assigned.

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

Ability to analyze situations quickly and objectively, to recognize the dangers, and use good judgment to determine proper course of action.

Ability to communicate clearly, both verbally and in writing.

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 be 21 years of age by the date of hire.

Ability to qualify with firearms within 6 months from date of hire.

Ability to work rotating shift assignments, nights, weekends, and Holidays as assigned.

**PHYSICAL DEMANDS:**

Must be in excellent physical condition and a physician must certify that Officer is capable of sustained, strenuous physical exertion and regular participation in firearms and defensive tactic training.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. 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, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: March 12, 2024  
CLOSE: March 27, 2024**

**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, gender identity, 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.