

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Corrections Officer**

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**EXEMPT: No**

**TARGET SALARY: \$18.75 to \$21.75/DOQ**

**PROGRAM: Public Safety**

**REPORTS TO: Sergeant of Corrections**

**JOB CODE: N/A**

**SHIFT: Flex**

**LOCATION: ACC**

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**SUMMARY:** Provide for the general security of the Makah Tribal Adult Corrections Center. Provides classification and review of all official documents prior to receiving prisoners into the facility. Ensures the general needs of prisoners are met while the prisoner is in the facilities custody.

**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.

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 check of all cellblocks for unusual activity, suspicious activity, safety, and welfare of the prisoners, unauthorized contraband and food items, and facility maintenance.

Transport prisoners to and from Makah Tribal Court and serves as Bailiff. Transport prisoners to Sophie Trettevick Indian Health Center, Mental Health, and Chemical Dependency appointments.

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

Administer drug and alcohol urine analysis tests as required.

Manage prisoner visitation, exercise and break periods, community service schedules and work release programs.

Screen incoming prisoner's articles of property for security reasons.

01/03/00  
Revised 11/26/01  
Revised 12/12/02  
Revised 07/15/09  
Revised 10/08/21  
Revised 10/27/21  
Revised 09/26/22

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

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION REQUIREMENTS:**

High school diploma or general education degree (GED).

Must have successful completion of Washington State Criminal Justice Training Academy or BIA Indian Police Academy; or ability to successfully complete 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, operation manuals, Court Orders, etc. Ability to write routing reports and log information concerning prisoners and incidents.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, handle prisoner situations who are under the influence of alcohol or substance abuse. Handle mentally ill persons.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State drivers license and insurable. May be required to drive a Tribal or GSA vehicle to perform job duties. If so a driving history/background check will be conducted on the applicant.

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

Must have a current First Aid/CPR certification or ability to obtain within 90 days of employment.

Must be bondable.

Must NOT have any prior Felonies.

### **OTHER SKILLS AND ABILITIES:**

Must have knowledge of the Makah Tribal Policies and Procedures, and Code of Ethics and Inmate Rules and Regulations.

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

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

Ability to work rotating shifts, nights, weekends, and holidays. Ability to work overtime as required.

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

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 date of hire.

Must complete and pass a physical by date of hire.

**PHYSICAL DEMANDS:**

Must be in excellent physical condition and capable of sustained, strenuous physical exertion when handling disorderly subjects and regular participation in training that requires physical confrontation.

**WORK ENVIRONMENT:**

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 7**  
**Neah Bay, WA 98357**  
**Fax: (360) 645-3123**  
**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: December 3, 2024**  
**CLOSE: Open Until Filled**

**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.

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