

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Sergeant Specialty Officer

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: \$26.15 to \$29.06/DOQ	SHIFT: 32 hr/week Flex
PROGRAM: Public Safety	LOCATION: Public Safety
REPORTS TO: Chief of Police	

SUMMARY: Receive all incoming calls and complaints for the Police Department, Fire Department, and EMS medical calls to the Officer on duty. Proves classification and review of all official documents prior to receiving prisoners into the facility. Provide general security and insure general needs of prisoners are met while the prisoner is in custody. Process booking, lodging, and release of Prisoners. Monitoring the daily activities of the program, assist in administrative activities 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 inquires 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, Air-lift 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 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 Indian Health Service Clinic and Mental Health 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.

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

Supervision of the Specialty Officers to ensure proper training. Further, to ascertain proper procedures are used in all instances.

Reviews all subordinate reports for compliance with departmental rules and regulations.

Makes recommendations for Specialty Officer training monitor Specialty Officer training.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 to 7 employees in the Public Safety program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities including interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Must be 21 years of age.

Must have at least two-years supervisory experience.

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 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 a complete criminal background check.

Must have no prior felonies or Domestic Violence.

Must have current First Aid/CPR certification or the ability to obtain it within 90 days of hire.

Must pass a two week on-the-job training for dispatch operations, failure to pass training will result in a release from employment.

Must be willing to get certified within one year of hire a Minimum of Enforcement training such as: Corrections Officer Academy, ACCESS, Telecommunication training.

Must be willing to get certified in OC Spray (Pepper Spray) Tactics Certification (this also includes an exposure to OC Spray), Taser Certification (this also includes an exposure to Taser EMD), Impact weapons training, Defensive Tactics Training, and numerous other job related trainings as they are made available.

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

Ability to gain knowledge of the Makah Tribal Policies and Procedures, and Code of Ethics.

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.

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 defensive tactic training.

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**

**OPEN: March 31 2025
CLOSE: April 7, 2025**

(PLEASE NOTE NEW EMAIL ADDRESS)

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.