

**MAKAH TRIBE  
POSITION DESCRIPTION**

**Job Title: Senior Officer (Detective)**

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<b>EXEMPT: No</b>	<b>JOB CODE: N/A</b>
<b>TARGET SALARY: \$28.86 to \$39.06DOQ</b>	<b>SHIFT: 32/hr Week Flex</b>
<b>PROGRAM: Public Safety</b>	<b>LOCATION: Public Safety</b>
<b>REPORTS TO: Chief of Police</b>	

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**SUMMARY:** Provide for the protection of Life and Property on the Makah Reservation and enforce Tribal Laws and Ordinances. Assists the Sergeant in field supervision for the department operations as designated 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.

Conduct Narcotics Investigations including controlled buys, surveillance on suspected narcotics dealers, search warrants and arrest warrants. Detective will be the lead investigator for narcotics cases. Work on Cases with Makah Prosecutor, FBI and Olympic Peninsula Narcotics Enforcement Team.

Conduct Criminal Felony and Misdemeanor Investigations. Work with the Makah Prosecutor, Patrol Officers and FBI on all cases and follow up investigations. This includes active cases and cold case follow up.

Patrols areas of the reservation, performs security checks of public buildings, motor vehicles and commercial property, and 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.

Acts as patrol supervisor/watch commander for patrol staff.

### **QUALIFICATION REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

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

Must have two (2) years service for Law & Order

Must be 21 years of age.

#### **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.

Must have current First Aid/CPR certification.

**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.

**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.

**WORK ENVIRONMENT:**

The employee will work primarily out of doors in all kinds of weather; work involves driving a police vehicle with periods of walking, running and standing. High risk of injury due to exposure to violent people and situations, especially while in uniform and armed. May be exposed to toxic chemicals or fumes or possible explosions. May be exposed to bodily fluids and communicable diseases.

**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) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: May 13, 2025**  
**CLOSE: May 29, 2025**

**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.