

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Community Services Officer

EXEMPT: No	JOB CODE: N/A
TARGET SALARY: \$28.39 to \$31.55/DOQ	SHIFT: 32 hr/week flex
PROGRAM: Public Safety	LOCATION:
REPORTS TO: Chief of Police	

SUMMARY: Responsible to provide information to the public in order to assist them in problem resolution and to direct them to the appropriate department and/or other resources, and to assist with public safety or enforcement activities.

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.

Apprehend, control and transport to confinement, loose, unlicensed, injured, abandoned or dangerous animals i.e., domestic animals, wild animals, and livestock.

Receives and responds to animal control instructions and investigates complaints of animals roaming, nuisances, cruelty, dog bites, and/or other violations of animal control laws and ordinances.

Issues written citations against animal owners, in regard to nuisance animals, cruelty to animals, and dangerous animals; prepares necessary paperwork for court hearings involving written citations given. Attends court hearings and testifies in reference to citations and charges.

Prepares and maintains records and statistics; creates records of investigation and gather evidence and information for use in court.

Patrols areas of the reservation on an assigned shift for strays and unlicensed animals and to identify other animal-related violations.

Operate small arms, tranquilizing equipment, and other devices (e.g. snare poles, live traps, etc.) to control, impound, or euthanize animals when necessary.

Monitor the licensing, registration and tagging of all dogs and cats harbored or maintained within the reservation boundaries.

Coordinate service activities for licensing, spay and neuter clinics, and inoculation of animals with appropriate health staff

Direct people to the appropriate department units or appropriate services and facilities outside the department; develop and maintain relationships with the community and assist citizens with how to access various related community resources.

Act as a liaison with residential and/or government entities to facilitate problem resolution of nuisance issues.

Carry a limited commission to accomplish abandoned vehicle and hulk removal, disabled parking and other parking enforcement; Write citations for violation of local parking ordinances.

Receive reports and perform initial investigation for non-criminal matters, found property, missing persons, vandalism, and theft.

Respond to emergency vehicle breakdowns; provide emergency animal control.

Write incident reports; assist with investigations, gathering evidence and presenting at trial; serve subpoenas.

Perform traffic control at vehicle collisions, public events, funerals, or fires.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED)

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 customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state drivers license and insurable. Will be required to drive a Tribal GSA vehicle to perform job duties. If so a driving history/background check will be conducted.

Must not have any prior felonies, gross misdemeanors, or Domestic Violence convictions.

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

Must be 21 years of age by the date of hire.

Must have a complete physical by the date of hire.

Must successfully qualify with a duty firearm prior to performing the duties of this position.

Must pass Animal Control Academy, Chemical Immobilization, and Evidence Technician training within the first 18 months of hire.

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

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have knowledge of the Makah Tribal Policies and Procedures, and code of ethics.

Must have basic principle of public relation.

Knowledge of definitions of abandoned vehicles and laws pertaining to impounding those vehicles.

Must have knowledge of Geographic Information Systems maps to determine Right of Way boundaries, in addition to determining what is public property vs private property and public road vs private road.

Must have knowledge of principles, practices and associated terminology of criminal justice system.

Must have knowledge of Tribal laws, codes and ordinances governing parking enforcement.

Must have knowledge of local roads, geographic locations and physical addresses.

Must have knowledge of community resources and appropriate methods of accessing them.

Must have the ability to work with a variety of individuals from diverse backgrounds.

Must have computer experience

Ability to represent the Tribe in the community in a manner that is consistent with applicable policies.

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

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

Ability to effectively manage work time and work independently with minimal supervision.

Ability to effectively interact with people of all ages and from all social, cultural, ethnic and economic backgrounds.

Ability to effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

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

Must be familiar with operation of land/watercraft assigned to the Makah Tribal Police Department or be capable of learning the operation within 30 days of hire.

Must have knowledge of handling and care of animals.

Must have skill in use of equipment i.e., truck, 2-way radio, catch poles and leashes, etc.

Ability to deal with the stress involved in the humane destruction of animals.

Must have knowledge of investigative principles, methods and techniques, and case management principles for the purpose of preserving evidence and establishing documentation and an audit trail for legal purposes.

Must have knowledge of record keeping, report preparation, filing methods, and records management techniques.

Ability to organize work, establish priorities, meet established deadlines, and follow-up on assignments with a minimum supervision.

Must be self motivated, and have the 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 deal effectively with persons who may be upset, confused, and/or angry.

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

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. Must be in excellent physical condition and capable of sustained, strenuous physical exertion. Regular participation in training that requires physical confrontations.

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. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: June 2, 2025
CLOSE: June 17, 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.