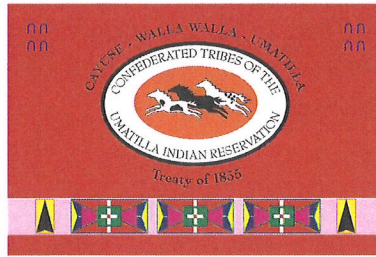


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Sex Offender Compliance Investigator

SALARY: Range 10 \$87, 924 to \$108,324 annual
DOE/DOQ
Incentives:
4% monthly pay for DPSST Intermediate Certification
8% monthly pay for DPSST Advanced Certification
2.5% monthly pay for an Associate's Degree
5% monthly pay for a Bachelor's Degree
2.5% monthly pay for Veteran's of the US Armed Forces
7% employee contribution included in base salary for CTUIR 401k Program.

Hiring Bonus Packages:
Lateral Certified Officers \$6,000-\$10,000
Non-Certified Police Candidates; \$2,500.

DEPARTMENT: Umatilla Tribal Police Department (UTPD)

LOCATION: Position located at Public Safety Building, Mission, Oregon
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status
Safety Sensitive [*All Police Officers authorized to carry/use firearms require random drug testing*]
Background check required
Non-Exempt

SUPERVISED BY: Direct supervision by the Tribal Police Lead Criminal Investigator/Chief of Police

OPENING DATE: November 20, 2023

CLOSING DATE: December 4, 2023

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Responsible for the accurate and timely registration of sex offenders that live and / or work on the CTUIR. To ensure sex offender compliance with Tribal, State and Federal Law. To conduct background investigations for the Tribal Police Department. Conduct background investigations for other CTUIR entities. Assist in investigative needs of the department as assigned. Fingerprinting services for the police department and other CTUIR entities. Perform other police officer functions to meet the needs of the Tribal Police Department.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Ensure sex offenders are registered in compliance with Tribal law.
2. Learn and maintain a database of sex offenders living, working, or going to school on the Reservation.
3. Ensure offender compliance by conducting home visits, employment visits, jail and other collateral contacts.
4. Notify other jurisdictions of sex offender whereabouts in compliance with Tribal law and federal standards set forth in the Sex Offender Registration and Notification Act/Adam Walsh Act;
5. Update and maintain public access to sex offender listing at various locations as the SORC.
6. Develop training in the police department to improve tracking of sex offenders.
7. Ability to communicate with sex offenders.
8. Review Tribal code/policy and make any necessary recommendations to improve changes for the safety of the community.
9. Provide technical and policy information.
10. Direct efforts to improve the Tribes' response to sexual assault.
11. Will work collaboratively with Police, Prosecutors, and Probation Officers with information obtained regarding and pertaining to offender's compliance with the police, prosecutors, probation officers, judges, alcohol and drug, mental health, sex offender treatment programs, family violence programs from all jurisdictions.
12. Supervise sex offender's compliance with the Tribal law.
13. Work with federal, state, and tribal jurisdictions as appropriate.
14. Review police reports and contacts on a weekly basis to ensure qualified offenders register with the Tribes.
15. Management of grant, including application of future renewal of SMART grant.
16. All aspects of purchasing that is authorized under the grant.
17. Complete and submit all monthly, quarterly and yearly reports to the SMART Office of the DOJ.
18. Conduct background investigations for the CTUIR and other entities on the Reservation.
19. Conducts employment background investigations for Umatilla Tribal Police Department, and Confederated Tribes of the Umatilla Indian Reservation programs.
20. Fingerprinting for the CTUIR and other entities on the Reservation.
21. Duties as assigned by the Chief of Police and / or the Tribal Police Lead Criminal Investigator.

SUPERVISORY AUTHORITY: None.

SIGNATORY AUTHORITY: Completed background checks. Offenders' compliance documentation/compliance.

ACCESS TO SENSITIVE AREAS: Sensitive areas of the department and program containing sensitive documentation and material.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Must hold Department of Public Safety Standards and Training (DPSST) Intermediate police certification **OR** be eligible to be certified by DPSST and obtain certification within 12 months of hire.
2. DPSST Intermediate certification (as outlined above) AND five years' experience as a law enforcement officer
3. Experience investigating cases of DV, teen dating violence, elder abuse, sexual abuse and sexual assault.
4. Demonstrated experience working with advocacy or related programs.
5. Able to analyze data and information relating to front-line police activity in such cases.
6. Experience with contacting probationers or sex offenders.
7. Must possess knowledge of, or ability to learn, applicable laws and Tribal criminal code and law enforcement process from police action through prosecution, punishment, and supervision of offenders.
8. Experienced with cross-jurisdictional enforcement, knowledge of tribal, state, or federal jurisdictions and ability to work cooperatively with those jurisdictions in implementing aims of the grant.
9. Able to develop training programs and to conduct training for police officers, police management, prosecutor, judges, court staff, probation officer, domestic/sexual violence victims' advocates.
10. Must have basic knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
11. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters.
12. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
13. Must have a valid state driver's license and meet Tribal insurance requirements.
14. Must have the ability and interest to greet the public and handle difficult situations on the phone and in person in a professional and courteous manner.
15. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
16. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
17. Render credible testimony in all courts of law.
18. Experience testifying in court to explain pertinent violations of the Tribal code, State statutes, and Federal law as well as explain evidence and investigative actions.
19. The ability to safely handle and accurately fire duty firearms in accordance to standards set by the Umatilla Tribal Police Department.

20. Graduation from an accredited police academy.
21. Must be able to pass a police officer level background check, and a psychological evaluation as required under the Oregon Administrative Rules governing the Department of Public Safety Standards and Training. (*Statement of Personal History form upon interview process*)
22. Possess self-initiative and ability to function with minimal direct supervision in conducting productive protective and enforcement duties.

PHYSICAL DEMANDS:

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to lift items up to 25 lbs. over shoulder height.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to control violent and combative individuals requiring physical restraint.
5. Ability to pursue and apprehend fleeing suspects on foot.
6. Ability to conduct all duties of a police officer.
7. Ability to stand and walk around for long periods of time.
8. Ability to safely drive department vehicles while under normal and stressful conditions.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

EMPLOYMENT PREFERENCES:

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. High School Diploma/GED or copy of official college transcripts (as applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veterans' preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. Copy of applicable certifications related to required minimum qualifications.
9. Documentation of graduation from accredited police academy.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way

Pendleton, OR. 97801

Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources

11/20/23
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date