

# Little Traverse Bay Bands of Odawa Indians Job Posting



**Job Title:** Deputy Law Enforcement Officer  
**Department:** Law Enforcement  
**Reports to:** Deputy Sergeant Enforcement Officer  
**Status:** Non-Exempt  
**Salary Level:** \$15.43 to \$21.93 per hour / (\$32,094 - \$45,614) Annually  
**Terms:** 4  
**Opens:** April 4, 2019  
**Closes:** April 25, 2019

---

## **SUMMARY:**

Patrols assigned area prevents crime or disturbance of peace, and arrests violators by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Familiarizes self with area and with persons living within.
- Notes suspicious persons and establishments and reports to superior officer.
- Reports hazards.
- Disperses unruly crowds at public gatherings.
- Renders first aid at accidents, and investigates causes and results of accident.
- Directs and reroutes traffic around fire or other disruption.
- Warns or arrests persons violating ordinances.
- Issues tickets to traffic violators.
- Participates in public safety educational workshops, etc.
- Patrols assigned areas.
- Writes and files daily activity report with superior officer.
- Notifies public works department of location of abandoned vehicles to two away.

## **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.

**EDUCATION AND EXPERIENCE:**

Must be State of Michigan Certified and eligible for Bureau of Indian Affairs Certification.

**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 tribal members or employees of our organization.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Michigan Law Enforcement Certification and eligible for Bureau of Indian Affairs Certification. Must have a valid driver's license and be insurable.

**COMMENTS:**

Indian preference will apply. Individual must be able to pass a thorough criminal and financial background investigation and be insurable by the Tribe's carrier.