

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Police Officer
Pay Grade: H7
Department: Public Safety
Location: Police Station



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY: Under general supervision, performs law enforcement work including security, traffic enforcement, booking and other related duties as required.

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

- Patrols tribal territorial jurisdiction.
- Issues citations for traffic and violations.
- Maintains peace and order through the enforcement of statutes, ordinances and regulations.
- Checks records to determine past criminal activity.
- Administers breathalyzer tests as necessary, compiles statistics.
- Generates forms and maintains files.
- Seizes contraband.
- Takes detained persons and property into custody.
- Checks parking lots, schools and building grounds.
- Provides security escort for money, valuables or persons, examines doors, windows, locks and vehicles for security and safety.
- Controls crowds, disturbances on emergency operations, responds to requests for information or assistance from the general public.
- Interviews and takes statements from witnesses, medical, personnel and complainants and prepares summary reports.
- Completes arrest forms.
- Assists prisoners in contacting bondsmen or legal counsel.
- Responds to emergency calls including serious traffic accidents, demonstrations, confrontations, felonies, or use of deadly weapons.
- Performs night surveillance in high crime areas.
- Searches prisoners.
- Directs traffic.
- Uses prevention measures in deterring criminal activities.
- Writes reports as requested.
- Serves Federal, State, Local or Tribal Warrants, Subpoenas and other court papers.
- Testifies at hearing's and trials in all Court of jurisdiction.
- Submits statistical reports.
- Prepares monthly reports.

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. Must be at least 21 years of age. Officer must reside in or near the Tribal jurisdiction area.

No one may serve who has been convicted of a felony, a crime of turpitude, or who has been dishonorably discharged from the Armed Forces of the United States. Good to excellent general health; free from any mental or physical problems. Height in proportion to weight. Eyesight is 20/20 or corrected 20/20. Contact lenses or glasses are acceptable. Normal in both ears; no hearing aid devices.

EDUCATION and/or EXPERIENCE

High School Graduate. Or thirty semester hours of college or equivalent experience in related field. Knowledge of police methods and procedures. Knowledge of principles of Federal, State and Tribal Laws. Knowledge of Constitutional protection afforded individuals. Knowledge of investigation skills. Knowledge of First Aid, including CPR and equipment. Knowledge of safe vehicle operations.

REASONING ABILITY

Ability to establish and maintain effective working relations with others. Ability to learn law enforcement principles. Ability to write reports. Skill in communicating ideas in writing and orally. Ability to deal with citizens in difficult situations. Ability to perform strenuous physical tasks.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have good driving record, possess a valid driver's license. Certification and one year's experience working with the public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

ADDITIONAL REQUIREMENTS

Must submit to drug test as condition of employment