



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

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JOB TITLE: Chief Conservation Law Officer
SUPERVISOR: Tribal Natural Resources Director
LOCATION: Tribal Natural Resources Department
POST DATE: December 28, 2020
CLOSING DATE: January 11, 2021

General Description: The primary responsibility of this position is to provide supervision of all Conservation/Animal Control Officers within the Department, ensuring that full law enforcement services are provided, establishing and coordinating work relationships and programs with other law enforcement agencies, and promoting public interest in the use and conservation of natural resources. The employee works within general methods and procedures and exercises independent judgment to select the proper course of action. This employee will be responsible for all aspects of program administration including but not limited to selecting officers, preparing budgets, monitoring and controlling expenditures, requesting and obtaining all equipment and supplies and reporting to Tribal Membership/Council/Administration and formulating and implementing short/long range goals, policies and procedures for the LDF Conservation Law Enforcement and Animal Control Programs.

Qualifications: A high school diploma or equivalent is required. Must have completed Preparatory Law Enforcement training or have received equivalent training from another State. An applicant as law enforcement officer or tribal law enforcement officer shall possess either a 2-year associate degree from Wisconsin Technical College system or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits. Must have and maintain all required certifications and qualifications associated with law enforcement or ability to obtain within six months of hire.

Salary: \$20.00- \$24.00 hr. / Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538

715-588-3303

Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Chief Conservation Law Officer

B. DEPARTMENT: Tribal Natural Resources Department

C. SUPERVISOR'S TITLE: Tribal Natural Resources Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide supervision of all Conservation/Animal Control Officers within the Department, ensuring that full law enforcement services are provided, establishing and coordinating work relationships and programs with other law enforcement agencies, and promoting public interest in the use and conservation of natural resources. The employee works within general methods and procedures and exercises independent judgment to select the proper course of action. This employee will be responsible for all aspects of program administration including but not limited to selecting officers, preparing budgets, monitoring and controlling expenditures, requesting and obtaining all equipment and supplies and reporting to Tribal Membership/Council/Administration and formulating and implementing short/long range goals, policies and procedures for the LDF Conservation Law Enforcement and Animal Control Programs. Specific duties and responsibilities include but are not limited to;

1. Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
2. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
3. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
4. Identifies staff development and training needs and ensures that training is obtained.
5. Ensures proper labor relations and conditions of employment are maintained.
6. Maintains records, prepares reports, and composes correspondence relative to the work.
7. Answers telephone calls and correspondence from the Membership, Tribal Council/Administration, public and the media requesting information and assistance on all phases of resource programs.
8. Receives reports, complaints of law infractions, and request investigations; conveys such reports to field and complaints to conservation officers for appropriate action.
9. Receives, reviews, and evaluates officer reports of activity, arrests, prosecution, and investigations in order to monitor the quality and quantity of work being performed.
10. Patrols areas of the reservation with Conservation Officers in order to evaluate their proficiency and methods of operation, and to assist them with unusual or difficult problems.
11. Directs the implementation of program goals, policies, and procedures.
12. Prepares estimates of expenditures and costs of various enforcement activities and monitors and controls expenditures to remain within budgeted amounts.
13. Provides interpretation of laws and policies to Conservation Officers.
14. Performs conservation law enforcement and public relations activities.
15. Develops policies, procedures, and goals for the program, and ensures adherence to them.

16. Cooperates in the activities of other programs of the Tribe and within the Natural Resources Department by appropriate allocation of enforcement resources.
17. Assigns, inventories, and directs the maintenance of equipment within the district.
18. Organizes group patrols and group investigations.
19. Conducts regular meetings of personnel for purposes of training Conservation Officers in methods and procedures of law enforcement and to apprise them of new laws, policies, and procedures which affect their work.
20. Provides oversight for background investigations of Conservation Officer candidates.
21. Testifies before various groups, committees and Tribal Court.
22. Will manage and be fiscally responsible for the Lac du Flambeau Animal Control Program.
23. Performs related work as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Chief Conservation Officer will have daily contacts with other employees within the Conservation Law Enforcement Department which include other Conservation Officer's, and Animal Control Officer. These contacts will include department related issues, department assignments, debriefings and employee policy review.
2. **External:** The Chief Conservation Officer will have daily contacts with the general public through enforcement of natural resource codes/ordinances, public information sessions, attending sport shows, environmental awareness discussions and public hearings. These contacts are required in order to educate the public, and gather natural resource complaint information.

F. SUPERVISORY RESPONSIBILITIES: Supervises Conservation Law Officers and Animal Control Officer.

G. SUPERVISION RECEIVED: Tribal Natural Resources Director

H. EDUCATION: A high school diploma or equivalent is required. Must have completed Preparatory Law Enforcement training or have received equivalent training from another State. An applicant as law enforcement officer or tribal law enforcement officer shall possess either a 2 year associate degree from Wisconsin Technical College system or its accredited equivalent from another state or a minimum of 60 fully accredited college level credits. Must have and maintain all required certifications and qualifications associated with law enforcement or ability to obtain within six months of hire.

I. EXPERIENCE: Knowledge or experience in tribal, state and federal laws pertaining to conservation of natural resources of the Lac du Flambeau Reservation.

J. SKILLS:

1. Knowledge of investigation and law enforcement methods, procedures, and policies and the laws governing and prescribing the powers and authorities of a law enforcement officer.
2. Knowledge of criminal justice procedures employed in the prosecution and adjudication of alleged law violations.

3. Knowledge of the activities and programs of other divisions of the Department of Natural Resources.
4. Knowledge of supervisory methods, practices, and techniques.
5. Knowledge of equal employment opportunity policies and procedures.
6. Knowledge of office management practices and procedures.
7. Knowledge of report writing methods and procedures.
8. Ability to coordinate law enforcement programs.
9. Ability to identify training needs of subordinates.
10. Ability to understand, interpret, and apply procedures and directives.
11. Ability to maintain good relationships with employees and the public.
12. Ability to assign appropriate priorities to work activities based on organizational goals, policies, and procedures.
13. Ability to organize and analyze available information and draw sound and reasonable conclusions.
14. Ability to organize, manage, and supervise field activities.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work conditions can include adversarial situations or hostile environment. Work may be performed in all weather conditions. May be required to work any day of the week or any shift. Must be available by telephone or other communication methods at all times in case of an emergency.
2. **Exposure to Hazards:** Daily exposure to persons/situations that may be undesirable or extreme weather conditions.
3. **Physical Requirements:** Performs routine tasks that require the capacity to intermittently sit, stand, walk, bend, and occasionally lift heavy objects. May work under stressful conditions. Will be required to perform requirement of physical agility assessment.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Chief Conservation Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: The applicant shall have attained a minimum age of 18. Must pass minimum firearm/duty weapon qualification standards. May be required to perform minimum requirements of physical agility assessment. Must pass a physical assessment by a license physician. Must participate and attend all mandatory training and meeting sessions. Yearly, must attend 24 hours in-service State equivalent training courses/seminars in law enforcement techniques, case law, firearms training, emergency preparedness or similar training/exercises in order to maintain law enforcement certification. Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES: