



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

REPOST      REPOST      REPOST      REPOST

**JOB TITLE:**                    **Tribal Conservation Officer (1 Part Time)**  
**SUPERVISOR:**                **Chief Conservation Officer**  
**LOCATION:**                    **Tribal Conservation Law Enforcement**  
**POST DATE:**                 **September 7, 2017**  
**CLOSING DATE:**             **September 21, 2017**

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**General Description:** The primary responsibility of this position is to enforce the Lac du Flambeau Bands natural resource codes and ordinances in order to protect the resources within the reservation boundaries and assure tribal member hunting, fishing and gathering rights are protected. The position is also required to protect the health, safety and welfare of all persons (both tribal members and non-members) within the reservation boundaries. This position is also required to educate the general public to assure code/ordinance compliance in natural resource conservation and environmental protection areas.

**Qualifications:** A high school diploma or equivalent is required. Must have ability to complete Preparatory Law Enforcement training within one year of employment or have received equivalent training from another State. Must be able to complete 60 college credits or gain an Associate Degree in Criminal Justice within 5 years of date of hire. Must enroll in a State or Federal Police Academy or equivalent within 1 year of employment and successfully complete required coursework. Valid Wisconsin driver's license.

**Salary: \$14.00 per Hour.**

**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 via website [www.ldftribe.com](http://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](mailto: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:** (1) Part-Time Tribal Conservation Officer

**B. DEPARTMENT:** Tribal Conservation Law Enforcement

**C. SUPERVISOR'S TITLE:** Chief Conservation Officer

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to enforce the Lac du Flambeau Bands natural resource codes and ordinances in order to protect the resources within the reservation boundaries and assure tribal member hunting, fishing and gathering rights are protected. The position is also required to protect the health, safety and welfare of all persons (both tribal members and non-members) within the reservation boundaries. This position is also required to educate the general public to assure code/ordinance compliance in natural resource conservation and environmental protection areas. Specific Responsibilities include but are not limited to the following:

1. Enforce of the Tribe's Natural Resources Codes and Ordinances on tribal members and non-members.
2. Write and issue tribal court citations and/or warnings to offenders and draft/submit incident/offense reports.
3. Be knowledgeable of Tribal, State and Federal natural resource codes/statues and be able to effectively relay compliance matters to the general public verbally and if necessary, in writing.
4. Must attend public information meetings and/or hearings as the position requires.
5. Must participate in Wisconsin State DNR Safety Courses (Hunter, Trapper, Boater, ATV and Snowmobile) and receive instructor status within 18 months of employment. Must be able to instruct Safety Courses to the general public when seasons dictate.
6. Must be able to assist other law enforcement agencies and other tribal programs/departments if requested.
7. Must perform all other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** The Conservation Officer will have daily contacts with other employees within the Conservation Law Enforcement Department which include the Chief Conservation Officer, 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 Conservation Officer will have daily contacts with the general public through enforcement of natural resource codes/ordinances, public information sessions, attending sports shows, environmental awareness discussions and public hearings. The conservation Officer will have weekly contacts with other employees from various Tribal natural resource departments regarding natural resource enforcement, environmental protection and habitat restoration.

The Conservation Officer will have weekly contacts with other law enforcement agencies which could include the Tribal Police Department, Wisconsin DNR, GLIFWC, and USFWS to discuss law enforcement issues, law enforcement techniques/strategies and officer safety concerns.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** The Conservation Officer will perform job responsibilities under the direction of the Chief Conservation Officer and will check daily for duty assignments or directions. At times the Officer will work independently with little or no immediate supervision while performing job responsibilities.

**H. EDUCATION:** A high school diploma or equivalent is required. Must have ability to complete Preparatory Law Enforcement training within one year of employment or have received equivalent training from another State. Must be able to complete 60 college credits or gain an Associate Degree in Criminal Justice within 5 years of date of hire. Must enroll in a State or Federal Police Academy or equivalent within 1 year of employment and successfully complete required coursework.

**I. EXPERIENCE:** No previous experience is required.

**J. SKILLS:**

- 1) Must have good written and verbal communication skills.
- 2) Must be good with problem solving.
- 3) Must have good moral character.
- 4) Must be clean and neat in appearance.
- 5) Must follow verbal and written instructions.
- 6) Must have good reading skills.
- 7) Must have good organizational skills.
- 8) Must be physically fit.
- 9) Must be proficient with firearms.
- 10) Must be able to multitask.
- 11) Must be able to work a variety of shifts unusual and extended hours.
- 12) Must have a valid Wisconsin driver's license and good driving skills.
- 13) Must be able to work weekends and holidays as the position dictates.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Work outdoors in all weather conditions, office setting on occasion, and ride in or operate outdoor recreation vehicles.
2. **Exposure to Hazards:** Daily exposure to persons and/or situations that may be undesirable. Also extreme weather conditions.
3. **Physical Requirements:** Performs routine tasks that require a capacity to intermittently sit, stand, walk, bend, and occasionally lift heavy objects. Substantial amount of strength needed to assist in subduing violent and unruly individuals. Will be required to perform minimum requirements 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 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:** Must pass minimum firearm/ duty weapon qualification standards. Will be required to perform minimum requirements of physical agility assessment. Must participate and attend all mandatory training and meeting sessions. Yearly, must attend 24 hours in-service State/BIA 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. 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. SIGNATURE:**

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**Tribal Administrator**

**Date**