



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/03/17
OPEN UNTIL FILLED

EXEMPT ___
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: LEAD ENFORCEMENT OFFICER

RESPONSIBLE TO: Natural Resources Director

SALARY: GS-7 \$34,137 - \$44,371 Annual/Full Benefits
GS-8 \$37,810 - \$49,615 Annual/Full Benefits
GS-9 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Management/ Regular/Full-Time

LOCATION: The Klamath Tribes
Natural Resource Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

The primary purpose of this position is to supervise, patrol, investigate, and report in support of fish and game enforcement activities, including enforcement of Tribal camping and woodcutting codes. The employee is expected to apply sound judgment, using previous experience in resolving problems, meeting emergencies, and interpreting departmental policies

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 1 of 6

and regulations within the parameters defined by Tribal laws, codes, ordinances and plans. This position supervises the Game Enforcement Officer position.

This position is in the Enforcement Program of the Natural Resource Department.

MAJOR DUTIES AND RESPONSIBILITIES

1. Complete routine monthly and quarterly reports, and other reports as assigned.
2. Attend meetings as directed.
3. Investigate potential violations of the Tribal Wildlife Management Plan, Wood Gathering Code and Camping Code.
4. Issue citations to Tribal members for game, fish, trapping, camping and woodcutting violations.
5. Patrol within the Klamath Tribal Treaty Rights area.
6. Report wood cutting, camping, trapping and fish and game citations to supervisor.
7. Review and evaluate reports from various sources. Follow up as appropriate using established practices and procedures.
8. Exercise the full range of supervisory duties for enforcement officers if applicable. Perform overall work planning, establish work schedule and priorities, assign and review work. Personally discuss the progress or the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances and advise employee on matters related to less than adequate performance. Keep employee informed of management policies and goals.
9. Contact appropriate Federal, State, or local law enforcement authorities to report fish and game violations by non-Indians of Federal, State and local laws.
10. Recommend improvements to, or design new, work methods and procedures within the Enforcement Program.
11. Plan and perform work with assistance from supervisor as needed.

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 2 of 6

12. Enforce, and adhere to, all policies and procedures of the Klamath Tribal Wildlife Management Plan, Wood Gathering Code and Camping Code that are applicable to the Enforcement Program.
13. Maintain complete, accurate and orderly records and files.
14. Other duties as assigned.

SUPERVISORY CONTROLS

Work is performed under the direct supervision of the Natural Resource Director who provides general instructions. Work is assigned in terms of functional/organizational objectives.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met. Employee must exercise a high degree of personal responsibility for sound judgment and decision-making.

Employee plans and carries out various functions by selecting and using approved methods and techniques as appropriate. Work assignments are reviewed for quality and compliance with established policies, procedures, laws, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of Federal laws, regulations, rules, techniques, and procedures in order to plan, organize, develop and advise on investigative activities.

General knowledge of Federal and Tribal court decisions and revisions of laws, new legal procedures, regulations, and development as each apply to fish and game management and investigative activities.

Strong working knowledge of fish and game related legal terms and concepts. Ability to apply these concepts.

General knowledge of a wide range of concepts, principles, and practices of fish and game management.

Skill and ability to provide oral and written reports in an accurate, concise and objective manner.

Ability to communicate both orally and in written format.

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 3 of 6

Knowledge of Federal, State and Tribal fish and wildlife laws including life histories and habits of fish and wildlife inhabiting the reservation area.

Ability to exercise a high degree of personal responsibility for sound judgment and decision-making.

Ability to plan, set priorities and perform work independently; and select approaches and methods to be used by Enforcement Officer(s).

Ability to meet broad objectives of the Enforcement Program.

Ability to learn big game movements and habits, fish spawning grounds and trapping areas.

Knowledge of, or willingness to learn, the former reservation boundaries, including familiarity with the rivers, creeks, and lakes.

Ability to understand the Klamath Tribal Court system.

Knowledge of Treaty Hunting and Fishing Rights and Laws, laws of evidence, court procedures, enforcement methods and techniques, and first aid.

Ability to work a rotating schedule, including some nights and weekends.

Ability to lift and carry objects weighing up to 75 pounds.

Ability perform activities which require strenuous walking/hiking in uneven terrain.

Ability to perform work and operate vehicles safely under all types of weather conditions and traffic situations.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High school diploma or equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application*)
- Associates Degree in Police Science, **PREFERRED**
- Successful completion of Basic Police Training Course at an Indian Police Academy or completion of another accredited law enforcement program, with accreditation still in effect, **PREFERRED**. (*Copy of training certificate must be submitted with application*).

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 4 of 6

- Minimum of two (2) years positive work experience in fish and game or law enforcement work. **REQUIRED.**
- Field experience, which has provided a broad knowledge of game management operations, practice and techniques, **PREFERRED.**
- Must be in good health and physical condition, able to negotiate rugged terrain with ability to lift and carry objects weighing up to 75 pounds, **REQUIRED.**
- Must be willing indoors as well as outdoors in inclement weather conditions and temperature extremes, **REQUIRED.**
- Computer experience in the use of Microsoft Office® Word, Excel and Outlook programs, **REQUIRED.**
- Proficient map reading skills and use of GPS, **REQUIRED.**
- Experience with Tribal, Federal, or Indian Country court systems, **PREFERRED.**
- Minimum of one (1) year supervisory experience, **REQUIRED.**
- Must obtain and maintain a CPR/First-Aid Certification by the end of the initial 90-day probationary period, **REQUIRED.**
- Must submit to and clear an alcohol/drug screen test and random testing as per policy, **REQUIRED.** (*Employment will be contingent upon clearing the required alcohol/drug screen.*)
- Must possess a valid Driver's License, have a good driving record and be insurable by the Klamath Tribes. Must obtain and maintain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED.** (*Copy of valid DL must be submitted with application.*) Non-Oregon residents must submit a copy of valid Driver's License along with a current DMV report from the licensing state showing they meet the driving record requirements.
- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED.** (*Employment will be contingent upon clearing the required criminal records background check.*)
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 5 of 6

003, all Tribal Staff are considered mandatory reporters, **REQUIRED.**

INDIAN PREFERENCE

Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

Position Description: Lead Enforcement Officer

Revised: 10/2017

Page 6 of 6