



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

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

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

OPEN: 07/27/22  
CLOSE: 08/12/22

### POSITION DESCRIPTION

**POSITION:** GAME ENFORCEMENT OFFICER

**RESPONSIBLE TO:** Tribal Chief of Police

**SALARY:** Step Range: 18 -37; Full Benefits  
Salary Range: \$42,974 - \$75,355  
Hourly Range: \$20.66 - \$36.23

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
Public Safety Department  
Chiloquin, Oregon

**BACKGROUND:** P.L. 101-630 (Indian Child Protection)  
P.L. 90-618 (Gun Control Act)  
P.L. 101-647 (Crime Control Act)

### POSITION OBJECTIVES

The primary purpose of this position is to patrol, investigate, report and issue citations in support of fish and game enforcement activities, including enforcement of Tribal camping and woodcutting codes. The employee is expected to apply sound judgment in resolving problems, meeting emergencies, and interpreting departmental policies and regulations within the parameters defined by Tribal laws, codes, ordinances and plans.

This position will serve as Tribal Law Enforcement and must meet all applicable requirements for law enforcement positions.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Enforce, and adhere to, all law and regulations of the Klamath Tribal Wildlife Management Plan, Firewood Gathering Code and Camping Code that are applicable to the Game Enforcement Program.
2. Patrol by vehicle, and may include the use of a boat, snowmobile, horseback, motorcycle, ATV, or on foot. Maintains contact with headquarters by two-way radio vehicle and on foot within the Klamath Tribal Treaty Rights area.
3. Investigate potential violations of the Tribal Wildlife Management Plan, Firewood Gathering Code and Camping Code.
4. Cite Tribal members for violations of game, fish, trapping, camping and woodcutting Tribal laws.
5. Post and maintain signs within the reservation boundaries to inform the public of various restrictions and regulations
6. Will work weekends, evenings, and holidays on a regular basis, (not the standard 8:00 AM to 5:00 PM Monday-Friday work schedule).
7. Report to duty in a professional manner by maintaining work punctuality and attendance, including mandatory training/meeting sessions.
8. Maintain a positive and productive working relationship with co-workers, all job contacts, the general public, governmental and public agencies, and private organizations.
9. Report wood cutting, camping, trapping and fish and game citations to supervisor.
10. Complete routine monthly and quarterly reports, and other reports as assigned.
11. Maintain a high degree of personal ethical standards and law-abiding conduct in accordance with the Code of Conduct, on and off duty.
12. Report fish and game violations by non-Indians of Federal, State and local laws to appropriate authority in consultation with supervisor.
13. Plan and perform work with assistance from the supervisor.
14. Maintain complete, accurate and orderly records and files.
15. Arrange for disposition of fish or game illegally taken or possessed.

16. Collect and report information on populations or conditions of fish and wildlife in their habitats, availability of game food or cover, or suspected pollution affecting wildlife.
17. Recommend revisions in hunting or animal management programs to ensure wildlife habitats can be maintained.
18. Participate in search-and-rescue operations.
19. Other duties as assigned.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the tribal Chief of Police who provides general instructions. Work is assigned in terms of functional/organizational objectives.

The 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**

Knowledge of, or willingness to learn Tribal fish and wildlife laws and practices, Tribal Wildlife Plan, Firewood Gathering Code and Camping Code.

Knowledge of, or willingness to learn the reservation boundary.

Knowledge of, or willingness to learn game movements and habits and fish spawning grounds within the reservation boundary.

Ability to understand the Klamath Tribal Court system.

Knowledge of, or willingness to learn Treaty hunting and fishing rights and laws.

General knowledge of, or willingness to learn basic concepts, principles, and practices of fish and game management.

General knowledge of, or willingness to learn Federal and State fish and game laws.

Ability to provide objective, accurate and concise oral and written reports.

Ability to communicate orally and in written format.

Ability to exercise sound judgment when making decisions.

Ability to plan, set priorities and perform work independently.

Ability to meet goals of the Game Enforcement Program.

Ability and willingness to work abnormal work schedules, such as, a rotating schedule, working nights or working 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.

Ability to perform basic first aid.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to successfully complete Basic Police Officer Training at Indian Police Academy or another accredited law enforcement program within the first year of hire, (Tribe will cover the cost of training).
- **REQUIRED** to be at least twenty-one years of age.
- **REQUIRED** to submit to and clear a criminal background check and character background check to demonstrate sound mental and social behavior eligibility and suitability in compliance with Klamath Human Resource Department, and Indian Child Protection and Family Violence Prevention Act, 25 USC, ss3301; and P.L. 104- 208, Gun Control Act as amended.

- **REQUIRED** to submit to qualify with a service handgun under the training and supervision of a firearms instructor.
- **REQUIRED** to able to demonstrate and pass minimum requirements for Physical Efficiency Battery test. Must pass an annual physical fitness and agility test.
- **REQUIRED** to read maps and demonstrate knowledge of reservation and off-reservation treaty hunting and fishing areas or the ability to learn areas within a short period of time.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to obtain and maintain a CPR/First Aid Certification by the end of initial 90-day probationary period.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug-Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

**Preferred Qualifications:**

- Certified through Basic Police Training Course at an Indian Police Academy or completion of another accredited law enforcement program, with accreditation in effect, preferred. *(Copy of training certificate must be submitted with application).*
- Previous experience in fish and game or law enforcement work, including field experience, preferred.
- Experience using GPS is preferred.
- Knowledge of the Privacy and Freedom of information Act and other laws applicable to the position, preferred.

## **FIREARMS REQUIREMENT**

This position requires that the incumbent meet initial and continuing qualifications in the use of firearms as outlined in the Gun Control Act of 1968, amended by the Lautenberg Amendment of 1996. An applicant whose background includes any of the following will be ineligible for consideration: 1) convicted of a crime punishable by imprisonment exceeding one year; 2) has any outstanding warrants or is a fugitive from justice; 3) unlawful user of or addicted to any controlled substance; 4) adjudicated as a mental defective or has been committed to a mental institution; 5) illegally or unlawfully in the United States; 6) renounced U. S. citizenship; 7) subject to a court-ordered restraining order from harassing, stalking, or threatening an intimate partner or child; or 8) convicted of a misdemeanor crime of domestic violence.

## **MEDICAL REQUIREMENTS**

The duties of this position requires moderate to arduous physical exertion involving walking and standing, use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, is required to perform duties satisfactorily. Near vision, corrective lenses permitted, must be sufficient to read printed material the size of typewritten characters. Hearing loss, as measured by an audiometer, must not exceed 35 decibels at 1000, 2000, and 3000 Hz levels. Since the duties of these positions are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard too himself/herself, or others is disqualifying.

## **INDIAN PREFERENCE**

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

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 The Klamath Tribes **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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>