

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Law Enforcement Records Assistant
Department: Police Department
Reports To: Chief of Police
Status: Hourly
Prepared By: George Bailey
Prepared Date: 05/13/2013
Approved By: Ronda Metcalf, GM
Approved Date: 05/13/2013

Summary: The primary function of the Law Enforcement Tech is to provide administrative support to the police department in the operation, management, and organization of all critical governmental and administrative functions; provides secretarial support services to the Police Department as needed; taking complaint reports.

Essential Duties and Responsibilities

Must be able to maintain confidentiality.

Performs general secretarial support duties according to tribal administrative standards and ethics.

Answers and routes all incoming calls as needed.

Greets visitors and conducts to appropriate area or person.

Makes copies of correspondence or other printed materials.

Prepares original documents according to administrative directions.

Maintains administrative files.

Perform various secretarial functions such as ordering supplies, coordination of meetings, setting up interviews, and maintaining files.

Process and track all purchase orders for police department.

Maintain current mailing address lists from various organizations, agencies, specialists and, service providers

Other duties may be assigned.

Additional Requirements:

This classification requires the use of personal or Sauk-Suiattle owned vehicles on official business. Individual must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record per the standards of the Sauk-Suiattle Indian Tribe's insurance provider. Use of a personal vehicle for Sauk-Suiattle business will be prohibited if the employee is not authorized to drive a Sauk-Suiattle vehicle or if the employee does not have personal insurance coverage.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

Required Experience and Training:

Citizen of the United States, not less than 21 years of age at time of application; high school diploma or equivalent, or must be able to obtain within one year. Valid Washington State driver's license with no pending risk of loss required. Employee must meet all requirements of physical condition, behavioral characteristics assessment.

Education and/or Experience

High School diploma or general education degree (GED) or must be able to obtain within one year of employment.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software, Windows, MS Office and possess strong typing/keyboarding skills.

Certificates, Licenses, Registrations

Current Washington State driver's license; First Aid/CPR certification and Blood Borne pathogens training required.

Physical Demands/Work Environment: The physical demands and work environment 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.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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