

**Sauk-Suiattle Indian Tribe (SSIT)  
Job Description**

**Job Title:** FISH AND WILDLIFE ENFORCEMENT OFFICER—Lateral Officer  
**Rank:** Officer I, II, III, IV  
**Department:** NRD  
**Reports to:** Natural Resources Director or Designated Ranked Officer  
**FLSA** Covered  
**Approved By:** General Manager  
**Approved Date:** 08/07/2014  
**Budget Distributions:** BIA Natural Resource

**OPEN UNTIL FILLED**

**SUMMARY:** This position will enforce all of the Sauk-Suiattle Indian Tribe's (SSIT)'s laws, regulations and policies. The position's primary is responsible for the protection of the natural resources of the SSIT through the enforcement of statutes, laws, regulations, policies and to Patrol on both land and water of the identified fishing and hunting areas for the purpose of harvest management and protection. This position will work closely with the SSIT Natural Resource Director and Biologists to ensure the SSIT's compliance with the treaty harvest requirements for all fin/shell (fish) and wildlife. Interact effectively and professionally with the other divisions of the Public Safety Department and other outside agencies. This position requires the ability to perform the physical demands of moving boats and trailers, lifting and moving object of various weights and sizes in harsh environments and under various weather conditions. This position must have the ability to identify individual fish and wildlife species. Applicable Law Enforcement and SSIT Personnel policies and procedures will govern the conditions, performance, and procedural requirement of this position. Employee must be self-motivated, committed to the goals, teamwork, values and policies that work toward achieving the vision of the Sauk-Suiattle Indian Tribe

**ESSENTIAL DUTIES AND REPSONSIBLITIES:**

- Become familiar and maintain a prescribed level of familiarity with the Tribe's identified fish and wildlife harvest areas, ordinances, regulations, policies and cultural heritage.
- Fish & Wildlife Enforcement Officers will ensure the compliance with the treaty harvest requirements for all species of fin/shell (fish) and wildlife.
- Enforce all ordinances, regulations, policies, hunting, fishing, marine, criminal, civil and traffic codes.
- Conduct boat and vehicular preventative and compliance patrols within the SSIT's usual and accustomed grounds and stations, also all open and unclaimed lands.
- Must have working knowledge and skills to evaluate fish & wildlife gear and verify that it is legal.
- Investigate violations of ordinances and fish and wildlife related incidents issue warning and/or citations, and/or arrest violator(s).
- Write clean and concise case reports, preserve evidence, and prepare cases; serve as a witness in court.

- Issue warnings and/or citations; arrest violators, confiscate gear, equipment and supplies; hold violators as necessary;
- Interact effectively and professionally with the other divisions of the Public Safety and other outside agencies.
- Operate safely and maintain all equipment pertinent to fish and wildlife enforcement including, but not limited to vehicles, boats, radars, radios, firearms, optical equipment, photography equipment, computers, etc. keeping logs on repairs and services.
- Maintain a written daily log and monthly report of activities.
- Maintain a prescribed level of physical fitness; on duty personal appearance; on and off duty personal conduct in accordance with SSIT's and department policy.
- Respectful and sensitive to tribal culture and values.
- Must be able and willing to work when the situation and/or need arises.
- Must possess the ability to cope with stressful situations firmly, tactfully and respectfully.
- Must be able to analyze situations quickly and objectively to recognize actual, potential danger and determine proper course of action.
- Must possess the ability to read and understand laws, ordinances, rules and regulations.
- Exercise good judgment for personal safety and the safety of others.
- Must be willing to work flexible schedule including weekends and rotation shifts.
- Must be able and willing to take additional training and classes as required.
- Willing to attend meetings and represent SSIT views as assigned.
- Self-motivated to patrol areas by vehicle, vessel, aircraft and foot to deter and discover crime, initiate contacts and investigations.
- Become familiar and maintain a prescribed level of familiarity with the many different fish and wildlife species.
- Issues big game hunting tags to tribal members and keeps records of annual big game harvest
- Assists with search and rescue missions, administers first aid, and secures disaster areas where drowning or other accidents have occurred.
- Maintain Confidentiality.
- Perform other duties as assigned.

#### **SUPERVISORY RESPONSIBILITY:**

This Position may have limited supervisory responsibilities

#### **QUALIFICATIONS:**

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

- Successful completion of basic law enforcement academy training.
- Obtain and maintain qualifications for use of necessary equipment.
- Meet and maintain physical fitness.
- Applicants must possess normal hearing without the use of hearing aids.
- Applicants must have at least 20/40 uncorrected vision in each eye with corrected vision to 20/20 and normal color perception.
- Must adhere to the personnel policies and drug and alcohol policies.
- Maintain on duty personal appearance;

- On and off duty personal conduct in accordance with Tribe's and department policy.
- The employee must be insurable in all phases of employment.
- No convictions for moral turpitude or felony.
- Must also successfully pass all background checks, polygraph examination and psychological evaluation.
- Not less than 21 years of age at time of application.

**Employees** must pass;

- Written exam and Oral Interviews,
- Physical Agility Tests,
- Medical Examinations,
- Polygraph Tests,
- Psychological Tests,
- Criminal Justice Employee Background Investigations,
- A valid driver's license with no pending risk of loss and insurable.

### **EDUCATION/EXPERIENCE:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

- High school diploma or equivalent and ability to read and write the English language.
- Ability to write clear and concise incident reports, citations, daily logs and other correspondence that is required.
- This person must have a good working mathematical knowledge most advantageous to this position.
- Law Enforcement Officer Certification: Current possession of law enforcement officer certification from a recognized jurisdiction at the time of appointment is highly desirable. Candidates without current certification must be able to obtain certification within the time frame established by the Sauk-Suiattle Indian Tribe.
- Current certification in first aid, CPR and blood borne pathogen; EMT certification is highly desirable.
- White water rescue certification is highly desirable.

### **LANGUAGE SKILLS:**

- Must be able to read and write at the professional level for a variety of audiences including court.
- Good public speaking skills are also required and as are good communications skills.

### **REASONING ABILITY:**

- This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing.
- This individual must be fairly flexible in how they view and perceive political/social/cultural problems that they encounter.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- US citizen, 21 years of age or over, insurable in all phases of employment
- Must obtain or have a Valid Washington State Driver's License and insurance

- Must be trained and certified as a Scuba diver or be willing and able to train and certify after hire.
- Employee must be able to complete and maintain;
  - First aid,
  - Blood pathogen,
  - CPR,
  - Boater safety and first responder training.
  - Employee must have or obtain working knowledge of Coast Guard boating certifications and requirements.
  - Certifications need to use all equipment necessary.
  - Law Enforcement Officer Certification
  - MOAB and PATH or equivalent training and certification

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met on the job.

- Maintain a prescribed level of physical fitness as identified for Law Enforcement personnel.
- The position requires the ability to perform the physical demands of hauling boats and trailer, lifting and moving objects of various weights and sizes in harsh environments and under various weather conditions.
- While performing the duties of this job, the employee is occasionally required to stand, walk, hiking or run for long periods of time.
- The employee must occasionally lift and/or move 80 pounds or more (such as game and gear).

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 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 of the work environment is usually moderate.

**COMPUTER SKILLS:**

Must be familiar with computer programs including but not limited to Microsoft Office, PowerPoint, GPS.

**CULTURALLY SENSITIVE:**

This employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Duties:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**For more information and job application go to [www.sauk-suiattle.com](http://www.sauk-suiattle.com), or contact the Human Resources department, Monday through Friday from 8:30 am to 4:30 pm. Phone 360-436-2833 or fax application to 360-436-1511, mail to Sauk-Suiattle Indian Tribe, Human Resources 5318 Chief Brown Lane, Darrington, WA. 98241**

**NATIVE AMERICAN AND VERETAN PREFERENCE APPLY**