



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond Basquez, Jr.
Catalina Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Intern – Ranger / Dispatcher
STATUS: Non-Exempt
CLASSIFICATION: Part-time
DEPARTMENT: Tribal Rangers
SUPERVISOR: Corporal
POSITION CATEGORY: A
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

The candidate will be assigned to work primarily in the Tribal Ranger Dispatch Center, assisting Dispatchers with basic clerical duties, working the radio console and operating the surveillance camera systems. In addition to the candidate's primary role, they will assist tribal Ranger Administrative staff with basic clerical duties, patrol logistics, and provide assistance to the School Resource Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct unit inspections for operational capabilities and assigned equipment is stocked and in working order.
- Assist the logistics Sergeant with planned vehicle maintenance and transportation of vehicles requiring outside vendor repairs.
- Conduct delivery of documents and other types of items between departments within Tribal Government and to the Casino.
- Assist with the issuance of RFID.
- Maintain inventory of station supplies and restock as needed.
- Restock supply inventory at Post 1.
- Ensure kennels and surrounding concrete areas are clean and report any repairs to kennels.
- Check in uniforms delivered from outside cleaning vendor.
- Provide assistance to Ranger Administration when requested.
- Log in all evidence and lost and found property from the evidence containment lockers.
- Must be flexible and available to report to work on short notice when called upon to cover for staff shortages and coverage for special events.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School graduate or GED equivalent.
- Enrolled in college/law enforcement/security related classes with a 2.0 GPA or higher.
- Must be in good physical and mental health with no disabling physical conditions.
- Must be at least 18 years of age.
- Must possess a valid driver's license and show proof of department of motor vehicle report at time of interview.
- Must have interest in working as a first responder in a law enforcement environment.
- Must have no record of felony/misdemeanor arrests or convictions. No DUI, alcohol or drug related offenses within the last year.
- Must be able to prove eligibility to work in the United States.
- Must have strong written and oral communication skills. Must be flexible to work any shift.
- Must be able to attend training scheduled to bring the candidate up to standards.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to follow directives presented both orally and in writing.
- Must be able to problem solve basic tasks.
- Ability to prioritize assignments, based on time lines, needs and circumstances.
- Ability to be adaptable to changes in policies and protocols.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms, climb or balance; stoop, kneel, crouch, or crawl and stand on step ladders. The employee must occasionally lift and/or move up to 25 pounds and on rare occasions carry, drag or restrain individuals from 50 -300 pounds and lift more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, and when outdoors.

While performing the duties of this job, there may be conditions of high stress and threat to personal safety during periods of seizure and arrest. The employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderately loud.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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