



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

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

JOB DESCRIPTION

POSITION: Community Service Officer
STATUS: Non-Exempt
CLASSIFICATION: Part-time
DEPARTMENT: Tribal Rangers
SUPERVISOR: Corporal
POSITION CATEGORY: A
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

The Community Service Officer will be assigned to work primarily in the Operations Division of the Tribal Ranger Department. The Intern may assist Dispatchers with basic clerical duties, operate the radio console, and operate the surveillance camera systems. The Intern will also provide assistance to Tribal Ranger Administrative staff with basic clerical duties, patrol logistics, and provide assistance to the School Resource Officer, Fleet Sergeant, and Ranger Training Unit Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct unit inspections to ensure all assigned safety equipment is operational and in working order, the unit is adequately stocked with required equipment and supplies, and ensure the basic mechanics of the unit is operational. Assist the Fleet 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.
- Conduct periodic building inspection for safety hazards, repairs, and cleanliness.
- Assist with the issuance of Radio-Frequency Identification (RFID) vehicle decals.
- Maintain inventory of station supplies and restock as needed.
- Restock supply inventory at Post 1.
- Ensure kennels and surrounding concrete areas are clean; report any repairs to PTR Executive Assistant.
- Check in uniforms delivered from outside cleaning vendor and maintain an organized uniform storage room
- Support Ranger Staff at community events, meetings and presentations
- Provide assistance to Ranger Administration when requested.
- Log in all evidence and lost and found property from the evidence containment lockers.
- Report to work to assist department with logistical support during emergencies or natural disasters as necessary.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.

- Must be flexible and available to report to work with short notice to cover shifts & special events.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and Tribal Ranger Department.

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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School graduate or GED equivalent required
- Must be in good physical and mental health to meet the demands of the position.
- Must be at least 18 years of age.
- Must possess a valid driver's license and maintain a driving record acceptable to the tribe's vehicle insurance provider.
- Must have interest in working as a first responder in a law enforcement environment.
- Must have no record of felony 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 scheduled training to ensure the standard skill level and the department performance standards are met.
- 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.
- Must have the ability to prioritize assignments, based on time lines, needs and circumstances.
- Must have the 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 stand, sit, walk, 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

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balance; stoop, kneel, crouch, or crawl and stand on step ladders. The employee must occasionally lift and/or move up to 25 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.

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. On occasion, this role may use radios, consoles, telephones, video display monitors and computer systems and there may be conditions of high stress during emergency situations. Generally, the noise level in the work environment is usually moderate while in the office and moderately noisy to loud during events, and when outdoors. In addition, the employee may frequently be exposed to outside weather conditions.

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. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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