



# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **POLICE OFFICER 1**

Pyramid Lake Police Station, Nixon, NV  
\$25.26 - \$26.95 per hour, Full Time  
Class Code: GS443, Grade: GS-8, Steps 1-3; DOE

**JA23-057**

**Date Posted: 11/02/2023.**

**Date Closed: OUF**

**DEFINITION:** Under general supervision, performs a full range of police duties in the areas of patrol operations, criminal investigation, civil process, and search and rescue. Enforces all applicable Tribal, Federal, and State laws within the Pyramid Lake Reservation to ensure the safety and health of citizens. Prevents crime through effective enforcement presence and interacts with the community to address their needs and concerns.

### **DUTIES AND RESPONSIBILITIES:**

Maintain continual law enforcement and prevention services by patrolling on and off roadways and in the communities within the boundaries of the Pyramid Lake Tribal reservation. Observe activities in an assigned area to maintain order, detect crime and/or traffic violations, enforce laws and take enforcement action as appropriate. Work closely with all Federal, State, County, and other Tribal law enforcement agencies in enforcement of applicable laws.

Respond to calls for service received from a dispatcher, supervisor, citizen, or other source; evaluate the situation from the standpoint of public and officer safety and implement action appropriate to the circumstances including enforcement (arrest or issue of citation), mediation between parties, emergency medical aid and referral to other agencies. Protect all private, public and government property on the reservation.

Investigate observed or reported crimes, traffic accidents and other incidents to determine the relevant factors of the crime committed. Assist the BIA, other Federal and State law enforcement officials in the investigation of state or Federal offenses that occur on the reservation.

Assist in the implementation of programs to prevent crime and delinquency.

Serve and execute civil and criminal processes including search warrants, warrants for arrest and civil papers such as writs, evictions, and subpoenas, as directed by Indian, State and Federal Courts.

Testify at judicial proceedings and administrative hearings to present evidence and information relevant to the proceedings.

Maintain security, search, and supervise the conduct and transport of offenders to and from detention facilities. Maintain security of inmates during court appearances.

Submit logs or written reports of incidents or traffic accidents daily including any narrative or statistical reports as required. Also file a report on firearms usage. Write case reports documenting.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*

**DUTIES AND RESPONSIBILITIES cont.:**

information gathered and actions taken because of incidents, such as calls for service, investigations, field interviews, citations, arrest, service of civil process and use of force.

Perform daily inspection of assigned work area and/or vehicle to ensure maintenance of equipment, cleanliness, and security.

Fingerprint civilians to obtain evidence and/or records.

Administer lifesaving first aid at crime or accident scenes using First Aid, CPR, and modern procedures.

Adhere to a law enforcement code of conduct and follow specific department rules. Attending in-service training as directed.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Use protective gear, such as bullet-resistant vest, masks, goggles, gloves, etc.

Adhere to strict rules of maintaining privacy and confidentiality of sensitive matters, unless otherwise required.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of arrest procedures, rules of evidence, crime scene search, preservation of evidence, writing reports, testifying in court and related police functions; techniques of interviewing and interrogation; applicable Federal, State, and Tribal laws; Tribal fish and game regulations, and jurisdictional laws; Constitutional protection of individuals, including search and seizure, questioning or arrest; procedures for handling suspects.

Skill in interpreting and correctly applying laws, regulations, precedents and other instructional or information material to assure that proper apprehensions are made; use of firearms, radio equipment, vehicles and other specialized devices to perform law enforcement functions.

Ability to: accurately observe and recall information; quickly assess situations and make logical decisions; exercise emotional control; understand and execute oral and written instructions; read and comprehend laws, regulations, policies and procedures; read and follow street maps; perform basic mathematical computations; communicate effectively, both orally and in writing; establish and maintain effective work relationships with departmental personnel, other agencies and the public, prisoners and others contacted in the course of work.

Must be willing to attend Cultural Sensitivity Training within the Pyramid Lake Tribe.

Must be willing to submit and pass a drug test; submit fingerprints for clearance; and favorably pass a thorough background investigation prior to hire. (A background investigation will be completed every five (5) years subsequently through the term of employment.) Such investigation shall include, but is not limited to, local, state, and Federal criminal history checks.

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**MINIMUM QUALIFICATIONS cont.:**

Must have no felony convictions. Must have no criminal misdemeanor convictions within the past one (1) year.

Must have binocular vision correctable 20/20 (Snellen). Uncorrected vision must test a 20/70 (Snellen) in each eye. Near vision corrected/uncorrected must be sufficient to read Yeager type 2 to 14 inches. Must have the ability to distinguish basic colors.

Must have the ability to hear conversational voice without the use of a hearing aid; have unrestricted use of all extremities; be in good physical condition with no physical impairments and provide an annual medical certification of fitness for duty.

Incumbent must have considerable physical strength and agility to pursue suspects, sometimes on foot; to make and maintain arrests despite possible resistance; to move heavy objects which may present hazards; to make searches involving traversing difficult terrain under adverse conditions; and to handle any other emergency. Must be able to defend self or other against physical attack.

Must be at least 21 years old. Must be of high moral character; have the willingness to earn and keep the respect of the community; and be honest and trustworthy.

Must have valid Nevada driver's license and verified good driving record.

Must possess and maintain current First Aid/CPR certification.

**REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate. Must have successfully completed an approved Basic Police Training Course conducted at the Indian Police Academy or a Police Officer Standard Training (P.O.S.T.) Category I Certification from an accredited training facility at time of application. Out-of-state applicants must pass the P.O.S.T. Academy challenge exam with a 70% or higher.

Must maintain a minimum of forty (40) hours of local in-service annually to meet training needs determined by the Tribe and to keep abreast with developments in the field of law enforcement.

Experience in Tribal law enforcement preferred.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

**The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.**

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