

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman



Tao Eptison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#16-090	March 10, 2016	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Patrol Sergeant Tribal Law Enforcement (Apache Sky Casino location)	\$58,787-\$71,260 Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt).
- Applicant must be at least twenty-one (21) years of age.
- Applicant must have a valid Arizona Driver's license and qualify for government license.
- Applicant must be able to complete required supervisory training within one year of employment.
- Applicant must be BIA and/or AZ POST certified. **NOTE: Applicant must attach a copy of certificate.**
- Applicant must pass a polygraph examination and a full background investigation. **APPLICANTS MUST SIGN AND SUBMIT WAIVER OF LIABILITY AND RELEASE FORM** (attached or available at Human Resources Dept.)
- Applicant must pass a pre-employment physical examination.
- Work Schedule: Required to work rotating shifts including weekends and holidays as necessary and occasionally work overtime as necessary.
- Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Patrol Sergeant under the direct supervision of the Patrol Lieutenant, the Patrol Sergeant will supervise a squad of police officers and other support staff such as Dispatchers and Tribal Security Officers at the Apache Sky Casino, located near the town of Dudleyville, Arizona. The Patrol Sergeant will supervise subordinate staff, making work assignments, evaluating work of staff and recommend administrative actions. Approve leave and provide training for subordinates, insure all reports are completed and approved per departmental policy and other documents such as criminal

complaints are complete and in conformance with requirements. Inspect equipment and appearance of subordinate police officers at the beginning of each shift and inspect vehicles and equipment to assure readiness and safety of such. Maintain reports on condition of all vehicles and equipment, prepare and submit shift activity reports, serve arrest warrants, make arrests and transport prisoners. In performance of police officer duties, the Patrol Sergeant will patrol assigned area, investigate accidents and crimes, determining if crime will be handled as a major crime. Shall perform preliminary investigation of major crimes, interview witnesses, victims and suspects. The Patrol Sergeant may supervise as many as fifteen (15) employees during peak time and perform other duties as assigned. The Patrol Sergeant will be required to be housed in a facility provided at the casino location. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had five (5) years of specialized experience.

Specialized experience is experience as a certified police officer or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of modern police practices and methods.
2. Knowledge of Tribal, State and Federal Laws and arrest and evidence laws.
3. Knowledge of principles, methods and techniques of accident investigation.
4. Knowledge of first aid and CPR.
5. Knowledge of the differences between felonies and misdemeanors, criminal and civil infractions and handling suspects.
6. Ability to apply the techniques of interrogation and deal firmly and tactfully with subordinates and the public.
7. Ability to communicate effectively both orally and in writing.
8. Ability to work well under stress to make mature judgment and decision in emergency situations.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Deidre Antonio
Human Resource Specialist

March 10, 2016
Date