

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title:	DEPUTY LAW ENFORCEMENT OFFICER
Department:	Law Enforcement
Reports To:	Deputy Sergeant Enforcement Officer
FLSA Status:	Non-Exempt
Salary Range:	\$15.13 to \$20.47 per hour / (\$31,475 to \$42,584) annual
Level:	4
Open Date:	February 26, 2010
Closing Date:	March 19, 2010

SUMMARY

Patrols assigned area prevents crime or disturbance of peace, and arrests violators by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Familiarize self with area and with persons living within.
- Note suspicious persons and establishments and report to superior officer.
- Report hazards.
- Disperse unruly crowds at public gatherings.
- Render first aid at accidents, and investigate causes and results of accident.
- Direct and reroute traffic around fire or other disruption.
- Warn or arrest persons violating ordinances.
- Issue tickets to traffic violators.
- Participate in public safety educational workshops, etc.
- Patrol assigned areas.
- Write and file daily activity report with superior officer.
- Notify public works department of location of abandoned vehicles to tow away.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Must be State of Michigan Certified and/or Bureau of Indian Affairs Certified.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of tribal members or employees of our organization.

CERTIFICATES, LICENSES, REGISTRATIONS

Michigan Law Enforcement Certification and or Bureau of Indian Affairs Certified Law Enforcement.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.

