

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be Filled:** Officer II

**Department:** Public Safety

#### Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus one to three months related experience in high volume public contact- **Required;**
- Valid California Driver License – **Required;**
- Must be insurable by companies' insurance carrier and maintain throughout employment – **Required;**
- Must possess CA PC 832 Laws of Arrest and Firearms Certification- **Required;**
- Must possess CA PC 832 Laws of Arrest and Firearms Certification for Santa Rosa Rancheria Tribal Members- **Required or able to obtain within 120 days upon hire date;**
- Must maintain CA PC 832 Laws of Arrest and Firearms Certification throughout employment- **Required;**
- Patrol assigned area on foot or motorized conveyance, responding promptly to call for assistance;
- Determine priority response and relay compliant and emergency-request information to appropriate agencies;
- Provide directions and information;
- Monitor, investigate and generate reports of suspicious persons and situations, safety hazards, and unusual or illegal activity to assigned area;
- Issue citations to violators of tribal ordinances;
- Assist in crowd control and monitor all bus stop areas;
- Inspect establishment doors, windows, and gates to ensure compliance with rules and regulations;
- Promote good community relations by participating in awareness and prevention events;
- Drive within the perimeters of the Santa Rosa Rancheria Indian Community and acres owned by the Santa Rosa Rancheria Tachi-Yokut Tribe;
- Other duties as assigned and/or deemed appropriate;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Department of Public Safety.

**Reports To:** Officer III

**Starting Rate of Pay:** \$21.25 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** May 16, 2019

**Deadline:** Open Until Filled

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Department Director

Date

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Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.