



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>PTR Investigator / MMIP Coordinator</u>	OPENING DATE:	<u>October 2, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>October 11, 2024</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Ranger</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Sergeant</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The PTR Investigator/MMIP (Missing or Murdered Indigenous Persons) Coordinator will be expected to respond to all missing persons/runaway juvenile incidents on the reservation; perform preliminary and follow-up investigations on missing persons and juvenile-related incidents; ensure missing persons are reported to the appropriate law enforcement agency and entered into missing persons justice information systems; liaise between law enforcement and family, and with Pechanga Child and Family Services (PCFS) when appropriate; ensure timely and accurate bi-directional flow of pertinent information; request appropriate missing persons alerts; build rapport and trust with victims' families; build relationships with colleagues from local, state and federal law enforcement agencies in an effort to promote effective coordination with such agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct preliminary and follow-up investigations on missing persons, juvenile-related incidents and other crime-related incidents when requested
- Respond to the scene of missing persons, juvenile abuse and other major crimes
- Interview all persons connected with all aspects of investigations
- Develop contacts and information sources concerning missing persons and juvenile-related cases
- Refer cases involving juveniles to PCFS in a timely manner and cooperate with representatives of PCFS
- Identify, collect, preserve and process all physical evidence, including taking detailed photographs and latent prints
- Prepare comprehensive written incident/crime reports
- Coordinate and cooperate with members of local, state, and federal law enforcement agencies, acting as the PTR point-of-contact for such agencies
- In concert with PCFS, provide community outreach, including the development and presentation of prevention strategies
- Assist with other PTR investigations which could have a nexus to community members going missing or being abused, and/or juveniles running away from home
- Be capable of being on-call and flexing hours of work to meet the demands of the position
- Must adhere to all policies and procedures of the Pechanga Tribal Government

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.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent required
- **Must** be 21 years of age
- Minimum of five years' experience in a law enforcement or security related field required **OR**
- A combination of previous law enforcement experience and three years working as a PTR Ranger required
- Minimum of three full-time years' experience conducting criminal investigations **required**
- Training in missing persons, human trafficking and other criminal investigations preferred
- Must be willing and able to complete a state or federal investigator training program with one year of date of hire **required**
- Must possess a valid driver's license and good driving record is **required**
- Current P.C. 832 training, both classroom and firearms through an accredited/recognized training facility **required**
- Must be in good physical condition and must be able to meet all the physical demands of the position
- **Must** have or obtain a guard card and firearms permit from the state of California as an armed security officer from the Bureau of Security and Investigative Services prior to employment or promotion
- Must have a good understanding of and the ability to use computers and supporting applications. Must be proficient with Microsoft (i.e. Word, Excel, and feel comfortable with working on other computer related programs)
- Knowledge of FEMA approved Standardized Emergency Management principles (SEMS/NIMS) or ability to obtain within one year of appointment
- Must have no record of felony arrests or convictions. No DUI, alcohol or drug related offenses within the last year
- Must successfully pass a pre-employment background investigation

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to: Email: HR@PECHANGA-NSN.GOV Fax: 951-587-2209

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