



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB DESCRIPTION

POSITION: Corporal
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Tribal Ranger
SUPERVISOR: Sergeant
POSITION CATEGORY: C
RATE OF PAY: DOE

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "RJ" Munoa
Russell "Butch" Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

SUMMARY:

Under the direction of a Ranger Sergeant, the Ranger Corporal is expected to perform public safety and crime prevention duties. The Ranger Corporal is a working field supervisor assigned to and responsible for a shift. The Corporal may be directed to work on special assignments, special investigations, and other duties as assigned by Department Command Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The function of the Ranger Corporal is similar to that of a field Ranger with additional duties as a field supervisor or shift commander in the absence of a Sergeant.
- Provides guidance to the patrol Rangers and assures they adhere to departmental values, policies, and procedures when carrying out their duties.
- Conducts patrol of the Reservation and associated properties, directs traffic, responds to Member request for assistance, and staff special events as necessary.
- As a shift supervisor, the Corporal must know the performance capabilities of the individual Rangers assigned to his/her shift.
- The Corporal is a critical part of the department's leadership team and is accountable for how each shift functions.
- Supports department operations by communicating department objectives to staff.
- Receives and executes the direction of Patrol Sergeants and higher-ranking Command Staff as required.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and the Tribal Ranger Department.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High school graduate or GED equivalent required.
- Minimum of five years' experience in a law enforcement or security related field required.
- Must be in good physical condition and must be able to meet all the physical demands of the position.
- Must be 21 years of age.
- Must possess a valid driver's license and good driving record is required.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno 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.

- Peace Officer Standard Training (POST) advanced training certificates preferred.
- Current P.C. 832 training, both classroom and firearms through an accredited/recognized training facility required.
- 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).
- Ability to deal firmly and tactfully with higher ranked supervisors, peers, subordinate employees, and the public.
- 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 have the ability to provide proof of eligibility to work in the United States.
- Must be flexible to work any shift.
- Must be dependable and have the flexibility to work when called upon, even on scheduled days off.
- Must be available to attend training scheduled to bring the candidate up to standards. This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have good working knowledge of department operations, policies, procedures, and practices.
- Must have good working knowledge of the Pechanga reservation, roads, and residences.
- Must have good understanding of basic supervisory principles and practices
- Must have good knowledge of community policing.
- Ability to motivate, encourage, and reinforce the best work from others.
- Must have strong written and oral communication skills.
- Must have good time management skills and the ability to meet deadlines. Must be able to maintain objective approach to a problem under unpleasant circumstances,
- Must have the ability and knowledge to enforce Tribal Government ordinances and applicable law.
- Must be able to talk to others and convey information effectively.
- Must have strong reasoning and decision-making skills and the ability to analyze problems and adopt an effective course of action.
- Ability to recognize when there is a problem or to tell when something is wrong or is likely to go wrong.
- Ability to combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events. Must have the ability to work independently and in a team environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

<p>Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno 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.</p>
--

While performing the duties of this job, the employee must be able to operate a motor vehicle under normal and emergency conditions; is frequently required to stand, sit, walk and talk or hear; is often required to use hands to finger, handle, feel or grasp objects; is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; may be required to carry, drag or restrain individuals from 50-300 pounds; and must occasionally lift and/or move more than 100 pounds. Employee must be able to successfully manipulate various types of firearms and impact weapons. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

Ranger Corporals are required to wear a ballistic vest and a duty belt weighing approximately 15-25 pounds while on-duty.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, there may be conditions of high stress and threat to personal safety during periods of seizure and arrest. The employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high precarious places; fumes or airborne particles and risk of electric shock. The noise level in the work environment is usually moderately loud.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Luiseño Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño 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.