



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

	Community Service		
POSITION TITLE:	<u>Officer</u>	OPENING DATE:	<u>July 17, 2024</u>
CLASSIFICATION:	<u>Part-Time</u>	FILING DEADLINE:	<u>July 26, 2024</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Rangers</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Corporal</u>

HIRING PREFERENCE POSITION CATEGORY:	A
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SUMMARY:

The Community Service Officer will be assigned to work primarily in the Operations Division of the Tribal Ranger Department. The Intern may assist Dispatchers with basic clerical duties, operate the radio console, and operate the surveillance camera systems. The Intern will also provide assistance to Tribal Ranger Administrative staff with basic clerical duties, patrol logistics, and provide assistance to the School Resource Officer, Fleet Sergeant, and Ranger Training Unit Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct unit inspections to ensure all assigned safety equipment is operational and in working order, the unit is adequately stocked with required equipment and supplies, and ensure the basic mechanics of the unit is operational. Assist the Fleet Sergeant with planned vehicle maintenance and transportation of vehicles requiring outside vendor repairs.
- Conduct delivery of documents and other types of items between departments within Tribal Government and to the Casino.
- Conduct periodic building inspection for safety hazards, repairs, and cleanliness.
- Assist with the issuance of Radio-Frequency Identification (RFID) vehicle decals.
- Maintain inventory of station supplies and restock as needed.
- Restock supply inventory at Post 1.
- Ensure kennels and surrounding concrete areas are clean; report any repairs to PTR Executive Assistant.
- Check in uniforms delivered from outside cleaning vendor and maintain an organized uniform storage room
- Support Ranger Staff at community events, meetings and presentations
- Provide assistance to Ranger Administration when requested.
- Log in all evidence and lost and found property from the evidence containment lockers.
- Report to work to assist department with logistical support during emergencies or natural disasters as necessary.
- Must be flexible and available to report to work with short notice to cover shifts & special events.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and Tribal Ranger Department.

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 in good physical and mental health to meet the demands of the position.
- **Must** be at least 18 years of age.
- **Must** possess a valid driver's license and maintain a driving record acceptable to the tribe's vehicle insurance provider.
- Must have interest in working as a first responder in a law enforcement environment.
- Must have no record of felony arrests or convictions. No DUI, alcohol or drug related offenses within the last year.
- Must be able to prove eligibility to work in the United States.
- Must have strong written and oral communication skills.
- Must be flexible to work any shift.
- Must be able to attend scheduled training to ensure the standard skill level and the department performance standards are met.
- 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.

BENEFITS:

- **Paid Time Off** – Vacation, Sick and Holiday pay

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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