Position Available:	***PUBLIC SAFETY OFFICER***
Location:	*Gun Lake Public Safety Department*
Field of Work:	*Public Safety*
Reports to:	*Public Safety Director*
Status:	***Non-Exempt / Full-Time***
Salary:	***$18.00-$25.00 hour / $37,440-$52,000***
Level:	***Hourly (HR)***
Open:	***July 31, 2015***
Closed:	***Open Until Filled***

SUMMARY

The Gun Lake Public Safety Department is seeking a full-time, career-oriented, creative professional to serve as a Public Safety Officer. The Gun Lake Public Safety Department serves the Gun Lake Tribal Community near Bradley, Michigan as well as the Gun Lake Casino, and other tribally owned lands.

The Gun Lake Public Safety Department is a full service police agency requiring officers to maintain MCOLES certification, a Special Law Enforcement Commission from the Bureau of Indian Affairs, and be cross deputized with the Allegan County Sherriff's Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include, but are not limited to the following:*

- *Patrol assigned area to control traffic, provide crime prevention, and investigate incidents of criminal violations*
- *Respond to calls for service*
- *Provide crowd control at public gatherings within departmental guidelines*
- *Render first aid at the scene of accidents, medical assistance calls, domestic violence calls, and report findings*
- *Direct and control traffic around fires, accidents, and other disruptions as needed*
- *Warn or arrest persons violating the law and issue tickets to violators*
- *Write and file daily activity reports*
- *Assist area police departments with law enforcement functions*
- *Act as a tribal police liaison to the community to enhance public relations*
- *Appear and testify before the courts in cases being adjudicated*
- *Assume responsibility for proper maintenance of equipment and vehicles assigned for patrol*
- *Adhere to safety practices for all weapons and vehicles assigned to the officer*
- *Become familiar and comply with all the rules, regulations, and codes to ensure efficient operations*
- *Maintain knowledge of drugs/narcotics, such as abuse, identification, and availability on the streets as it relates to routine patrol duties and detention procedures*
- *Maintain confidentiality as required by law and departmental standards*
- *Other duties as assigned*

EDUCTION AND EXPERIENCE

Associates Degree in Law Enforcement or related field and prior law enforcement experience that provides appropriate knowledge, skills and abilities with a proven track record of successful employment. Tribal law enforcement experience preferred.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS

- *Possess current MCOLES Certification or be eligible to be licensed by MCOLES*
- *Possess or be able to obtain Special Law Enforcement Commission from Bureau of Indian Affairs*
- *Compliance with the MCOLES Active Duty Firearm Standard*
- *Demonstrate appropriate interpersonal skills*
- *Possess knowledge and understanding of Gun Lake Tribal Customs*
- *Residency within 30 miles of tribal lands is required*

CONDITIONS OF EMPLOYMENT

- *Ability and willingness to work non-traditional hours including evenings, weekends and holidays as required;*
- *Ability and willingness to be on-call as needed; and*
- *Ability and willingness to travel as necessary, including out of state.*

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must possess a valid driver's license, reliable transportation, and be insurable. A chauffeur's license will be required at the tribe's expense.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EMPLOYER BENEFITS

The Gun Lake Tribe offers a competitive benefits package that includes medical, dental and vision coverage, life insurance, short and long term disability, 401K with employer matching contributions and a Pension Plan.

ADDITIONAL INFORMATION

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

INDIAN PREFERENCE

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

Please submit a cover letter, resume, application, and three (3) professional references when applying for the position. *Applicant information may be submitted via mail, fax, in person, or by e-mail. Letters may be sent through U.S. Postal Service, must be postmarked no later than the closing date of the posting period. Please submit your applicant information for the position to one of the following:*

Please address applicant information to: *Gun Lake Tribe Human Resources*
Attn: Jessica Tromeur
P.O. Box 90
Dorr, MI 49323
E-Mail: jobs@glt-nsn.gov
Fax: (616) 681-0499

In Person: *Gun Lake Tribe Human Resources*
Administration Offices – Suite 3
1743 142nd Ave.
Dorr, MI 49323