

PENOBSCOT NATION
TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: May 28, 2024

CLOSING DATE: Until Filled

PART-TIME PATROL OFFICER

JOB STATUS:

Patrol Officer

Career Field: Police

Pay Range: \$25.00 per hour

Category: A

Status/Term: Part-time, Non-Standard Work Week

LOCATION:

Penobscot Nation

Police Department

Classification: Part-time

25 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

High School Diploma or equivalent required. A valid, insurable Driver's License is required. Applicants must meet age requirements as established by the Maine Criminal Justice Academy, have the Pre-Service certification certificate, must pass a background investigation, and medical examinations. Job duties and additional information can be obtained from the Human Resource Department. Job duties and additional information can be obtained from the Human Resource Department. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources @penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Patrol Officer

Department: Police Department

Reports To: Patrol Sergeant

Rate of Pay/Category: \$25.00 / Police A

Status/Term: Part-time, Non-Standard Work Week

RESPONSIBILITIES

- Patrol assigned areas and assist the public, while working toward public compliance of Tribal, State and Federal laws and ordinances, with a community-oriented approach.
- Responds to calls from the dispatch center, citizens, and other tribal departments of emergency and non-emergency job related matters.
- Issue warnings, citations, affect arrests, gather evidence, and keep accurate notes to assist in the enforcement and prosecution of offenders.
- Investigate complaints, inform supervisors of the need for additional resources.
- Write detailed and accurate reports and submit to supervisor within required time.
- Respond to and investigate motor vehicle accidents, to determine cause.
- Render aid at accident scenes, prevent further injuries or damage and secure the scene for processing.
- Report to and testify in all case related Tribal, State and Federal Court trials and other administrative hearings related to your duties.
- Perform any special detail, community function, public event or other assigned activity.
- Periodically inform the communication Center of your location.
- Complete all required daily and monthly statistical reports within required time
- All other details or duties assigned by a supervisor.

- Adhere to all Penobscot Nation Standard Operating Procedures and Tribal Personnel Policies.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other duties as assigned as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.