



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Tribal Law Enforcement Officer II

Requisition Num.: 009-2025

Open Date: 02/11/2025

Closing Date: Until Filled

Department: Tribal Law Enforcement

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The role of Tribal Law Enforcement Officer II is highly influential to the efficient functioning of the Rincon Tribal Government. Under general direction of the Tribal Law Enforcement Manager and supervision of the Lead Tribal Law Enforcement Officer, the Tribal Law Enforcement Officer will assist in the implementation of a uniform “Observe and Report” patrol team for the Rincon Reservation. This person will provide excellent customer service in a professional and cordial manner. This position requires a dynamic individual with strong dedication to service and safety. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides public safety by maintaining order, responding to emergencies, protecting people and property, enforcing tribal law and promoting good community relations.
- Reviews and record facts of incidents to determine if criminal act(s), Tribal Law, or Tribal regulatory violations were involved.
- Renders aid to accident victims and other persons requiring first aid.
- Provides credible testimony in court to present evidence or act as witness in traffic, criminal, and regulatory cases.
- Participates in planning, development, and management of Tribal Law Enforcement services.
- Assists the Tribal Law Enforcement Manager with public relations with the Rincon community to develop rapport, open lines of communication, and assist in resolving security concerns of those that reside on the Reservation.
- Assists in development of Tribal Law Enforcement policies, procedures, standards, and directives.
- Acts as a liaison with other Tribal Law Enforcement and law enforcement agencies.
- Acts as a catalyst to leverage technologies to assist the Tribal Law Enforcement function.

JOB RESPONSIBILITIES CONT'D

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

- Ensures efficient and effective response, and documentation of events.
- Prepares reports, gathers data and submits the information to improve safety.
- Responds to inquiries, investigates, observes and reports law enforcement related concerns.
- Participates in the development of department goals and objectives; recommends, implements, and follows policies and shares procedures to enhance "Best Practice" operations.
- Emergency disaster response as requested.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and training.
- Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Five (5) years' experience directly related to the duties and responsibilities specified highly preferred.
- Supervisory experience in security or law enforcement, highly desired.
- California Guard Card with Firearm Permit is required.
- CPR and Basic First Aid Certifications is required

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Ability to obtain a California Guard Card within three months of employment - (Required)
- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Experience in basic Tribal Law Enforcement patrol tactics.
- Experience working alongside various law enforcement agencies.
- Knowledge of generally accepted Law Enforcement "Best Practices."
- Basic computers skills related to Word Processing and Internet/E-mail.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Work-Related Knowledge Cont'd:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance 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
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
