



## 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](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

**Title:** Lead Tribal Law Enforcement Officer

**Requisition Num.:** 018-2026

**Open Date:** 05/27/2026

**Closing Date:** Until Filled

**Department:** Tribal Law Enforcement

**Classification:** Full-Time/Non- Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Schedule:** 2:00 PM – 2:00 AM, Thursday, Friday, Saturday, with every other Sunday being an 8 hour shift.

**Opportunity:** The role of Lead Tribal Law Enforcement Officer is highly influential to the efficient functioning of the Rincon Tribal Government. Under direction of the Tribal Law Enforcement Manager, the Lead Tribal Law Enforcement Officer will assist in the development, supervision, administration, coordination, and 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 executive assistant experience to help mold the future of this growing organization.

### 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 for 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 acts, 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.
- Supervises, coaches, documents, and communicates with personnel regarding performance expectations.
- Acts as a catalyst to leverage technologies to assist the Tribal Law Enforcement function.

## 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](mailto: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.

### JOB RESPONSIBILITIES CONT'D

- Ensures efficient and effective dispatch, response, and documentation of events.
- Assesses equipment needs and facilitates the purchasing process to properly equip personnel.
- Prepares periodic schedules and ad hoc Tribal Law Enforcement system reports; gathers data and prepares recommendations regarding program improvements.
- Responds to inquiries, investigates, observes and reports law enforcement related concerns.
- Participates in the development of department goals and objectives; recommends, implements, and administers policies and procedures to enhance "Best Practice" operations.
- Performs miscellaneous job-related duties as assigned.

### OTHER DUTIES

- 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.
- Perform other related duties as required.

### SUPERVISION ADMINISTERED

- This position *may* require the supervision of staff.

### 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:**

- High School Diploma or GED and at least five years' experience directly related to the duties and responsibilities specified. Supervisory experience in security or law enforcement is highly preferred.

### **Licenses or Certifications:**

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

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- California Guard Card
- CPR and Basic First Aid Certifications (Preferred)

### **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."
- 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.

### 3 Job Announcement, Cont'd. – Lead Tribal Law Enforcement Officer

#### 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.

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

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#### Work-Related Knowledge Cont'd:

- 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.

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#### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

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