

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



<b>Job Title:</b>	<b>Conservation Enforcement Officer (Recruit/Deputy)</b>
<b>Department:</b>	Natural Resources Department
<b>Reports to:</b>	Natural Resource Director
<b>Status:</b>	Non-Exempt
<b>Level/Salary Range:</b>	<b>Recruit (Un-Certified) B23</b> \$18.15 to \$25.41 per hour (\$37,752 to \$52,853) Annually <b>Deputy (Certified) B24</b> \$19.52 to \$27.32 per hour (\$40,602 to \$56,826) Annually
<b>Opens:</b>	<b>November 21, 2022</b>
<b>Closes:</b>	<b>December 05, 2022</b>

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**SUMMARY:** Patrol assigned areas to enforce violations of fish, game or other Natural Resource related laws or other laws as authorized, commercial fishing and safety violations, investigate and report violations, issue warnings and/or citations when appropriate.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare weekly: Time sheets, Daily Activity Reports, and Incident Reports when appropriate to submit to the Chief Conservation Officer/LTBB Natural Resources Director.
- Prepare and present incident reports/evidence to appropriate Tribal Court officials.
- Investigate reports of Great Lakes Treaty fishing violations, issue warnings and/or citations when appropriate. Enforce the 2000 Consent Decree rules and regulations set forth in the Chippewa Ottawa Resource Authority (CORA) Commercial, Subsistence, and Recreational Fishing Regulations for the 1836 Treaty Ceded Waters.
- Investigate reports of Treaty inland violations, issue warnings and/or citations when appropriate. Enforce the rules and regulations set forth in the LTBB 2007 Inland Consent Decree.
- Investigate reports of commercial fishing safety violations, issue warning and/or citations when appropriate. Enforce the rules and regulations set forth in the Waganakising Odawak Commercial Fishing Vessel Safety Regulations Statute.
- Investigate reports of solid waste violations, issue warning and/or citations when appropriate. Enforce the rules and regulations set forth in the Waganakising Odawak Solid Waste Disposal Statute.
- Qualify semi-annually for firearm use.
- Investigate and process accidents involving fishing and hunting activities on land and water.
- Assist other Tribal Conservation Officers/Game Wardens and/or other agencies through joint patrols. (In order to provide consistent policies and activities.)

- Attend staff, Natural Resources Commission and Tribal Council or other relevant meetings as necessary.
- Become thoroughly familiar with Personnel Policies, Federal Regulations, Natural Resources related Statutes and Ordinances and the LTBB Constitution.
- Be in full Uniform when appropriate while conducting Tribal Business.
- Attend appropriate training sessions as required.
- Perform appropriate Departmental maintenance needs as necessary.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

High School Diploma or G.E.D. required. Associates Degree in Law Enforcement preferred. Successfully complete basic law enforcement training recognized by the Tribe including such academies or programs of the United States Indian Police Academy, State of Michigan, a POST agency in another State, or a federally operated law enforcement academy. Must be 21 years of age or older.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Be knowledgeable of computers, general work processing and spreadsheets. Must be mechanically inclined so as to be able to maintain small and large vessels. Must possess minimal ability to maintain departmental equipment. Assist in the prioritization of the work plan activities; use time effectively; complete work assignments in a timely manner; follow through on commitments; meet field challenges with resourcefulness; be responsible for the enforcement of LTBB rules and regulations governing fishing and hunting activities or other authorized duties. Be available on a 24-hour basis as necessary by an appropriate means of communication.

**PHYSICAL DEMANDS:**

Must regularly lift and or move up to 25 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move over 100 pounds. Must be able to work on the Great Lakes and in the field in all types of weather conditions. Must be able to navigate uneven terrain and climb up and over obstacles. Must be able to pass pre-enrollment physical fitness test. Must be able to run and swim. Must not have any physical defects, chronic diseases or mental or emotional instabilities. Must able to meet the minimum physical and mental fitness requirements of the position throughout employment. Must pass physical/mental fitness tests annually. Must get an annual physical.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must be a certified officer. Must have current firearm and other law enforcement qualifications. Must meet and maintain the requirements found in Section VII, B, 1-4, of Waganakising Odawak Statute 2008-012 Natural Resources Protection. Must have a valid driver’s license, reliable transportation and be insurable for duration of employment. Must pass a background investigation. No felony convictions. No domestic violence misdemeanors. Must pass drug screening.

**BONUSES:**

- 3-year Continuous Employment Bonus: One bonus of \$3,000 after completion of 1st three years of employment after hire with LTBB.
- Longevity Bonus:
  - o A bonus of \$1500 per year annually paid after five years of service with NRD Conservation Enforcement Program.
  - o A bonus of \$2,000 per year annually paid after seven years of service with NRD Conservation Enforcement Program.

**COMMENTS:** Indian preference will apply.

**Please submit applications, resumes, and cover letters:**

\*In person at our Human Resources office

\*Email to [hr@ltbbodawa-nsn.gov](mailto:hr@ltbbodawa-nsn.gov)

\*Fax to (231) 242-1565

Questions? Please contact Human Resources at: (231) 242-1555

Applications are available on our website: <https://ltbbodawa-nsn.gov/departments/human-resources-department/job-opportunities/>

Applications also available at our Tribal Government Complex: LTBB Human Resources - 7500 Odawa Circle, Harbor Springs, MI 49740