



The Three Affiliated Tribes **Job Description**

Law Enforcement Assistant

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Captain of Police DEPARTMENT: TAT Law Enforcement SALARY: \$32-\$39.14 CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: New Town, ND OPENING DATE: CLOSING DATE: Until Filled
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POSITION SUMMARY: The Law Enforcement Assistant supports the daily operations and administrative functions of the Three Affiliated Tribes Law Enforcement Services. This role provides essential clerical, logistical, and operational support to ensure the smooth and efficient functioning of law enforcement activities. The Law Enforcement Assistant interacts with officers, tribal members, and external agencies, maintaining confidentiality and professionalism while contributing to the safety and security of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- File records in alphabetical or numerical order.
- Maintains clean and organized files and workspace.
- Manages databases and records.
- Purges dated files.
- Secures files and limits access to authorized personnel only.
- Filing, preparing, and distributing incoming and outgoing mail.
- Maintains confidentiality of files.
- Photocopies and distributes files when requested by authorized personnel, agencies and public clients.
- Accesses digital files when needed.
- Uses scanners to convert paper documents to digital documents.
- Ensure no documents are destroyed, lost, stolen or misfiled.
- Adds new documents to files.
- Provides general office duties such as typing, operating machines, and sorting mail.
- Gathers material to be filed from Law Enforcement Services Personnel.
- Assign and record stamp identification numbers or codes in order to index materials for filing.
- Answer questions about records and files.
- Enter document identification codes into systems in order to determine locations of documents to be received.
- Design forms related to data systems.
- Processes purchase orders.



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- Acquires property and procurement of equipment.
- Maintains the Law Enforcement Services budget.
- Notifies the Chief of Police of all budgetary issues in a timely manner.
- Serves as a liaison to the budget office.
- Reviews the Law Enforcement Services budget submissions for technical accuracy, completeness, and adequacy of funds.
- Performs Law Enforcement Services support functions.
- Serves as a technical lead for the lower graded assistants and clerks.
- Responsible for ensuring continuity and uniformity of clerical procedures.
- Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the Law Enforcement Services operation.
- Maintains automated system of program specific data to track items such as progress reports, funding accomplishments, compliance strategies, etc.
- Coordinates the Freedom of Information Act request, refers request to proper personnel and follows up with the status of the request.
- Track and monitors grants, service contracts, purchasing agreements with vendors and interagency cooperative agreements. Order and purchase supplies and equipment for the Law Enforcement Services and process supply transactions such as receipt, shipment, and/or adjustments.
- Performs all timekeeper functions for the Law Enforcement Services.
- Ensure time records are kept accurately and on time.
- Reports all deficiencies of time and attendance to the proper supervisor, employee and Chief of Police.
- Maintains accurate time and attendance records.
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledgeable in filing systems, processes and procedures.
- Knowledgeable in budgeting, with a strong financial background.
- Knowledgeable in the Three Affiliated Tribes Law Enforcement Services department.
- Personnel and payroll processes in record keeping practices
- Operation of general office equipment.
- Modern office practice and procedures.
- Mandan, Hidatsa & Arikara Nation Personnel Policies & Procedures.



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Law Enforcement Assistant

- Three Affiliated Tribes Law Enforcement organizational structure and Supplemental Operating Policy & Procedures.
- The Bureau of Indian Affairs Office of Justice Services Law Enforcement Handbook and the Discipline and Adverse Action Department Manual.
- Tribal laws, bylaws, resolutions and Constitution.
- TAT Background Investigation and Adjudication Supplemental Policy & Procedure.
- Electronic information data systems, principles of identification, research techniques.

Skills:

- Strong communication and interpersonal skills.
- Computer skills.
- Understanding of PL101-360, PL93-638, CFR 2563, PLIOI-647, CFR 45 1301, 18USC922, EQ 12968, DOI 441 DM5, CFR 25 12, PL90-618, TAT PPP, TAT background Investigations SOPP, TAT LES SOPP, Tribal laws, bylaws, resolutions and Constitution.

Abilities:

- Interpret and explain rules and procedures.
- Effectively communicate with employees, management, clients, and the public
- Revise and maintain the budget.
- Compile and organize data into reports.
- Performs clerical work requiring independent judgement and accuracy.
- Attention to detail.
- Works well independently and as a part of team.
- Strict confidentiality is adhered to the highly sensitive records.
- Ensure authorized access of files is adhered to and necessary document is signed and approved by the Chief of Police and File Clerk.
- Financial literacy is required.
- Maintains control of files.
- Must maintain an alcohol and drug free workplace.
- Zero tolerance of drug use.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School Diploma or GED Equivalent is **REQUIRED**.
- Bachelor's Degree in Criminal Justice or closely related field **PREFERRED**.
- Valid State driver's license.
- One year of specialized experience is required.
- Ability to successfully pass a Law Enforcement Public Trust background investigation with a favorable suitability is **REQUIRED**.
- Ability to successfully pass an FBI Finger Print chart is **REQUIRED**.
- Ability to successfully pass a Drug Test is **REQUIRED**.
- Subject to drug and alcohol testing while employed.
- Bachelor's Degree in Criminal Justice or closely related field is **PREFERRED**.
- A combination of specialized experience and education may be considered as an equivalency to meet the minimum qualifications.



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WORKING CONDITIONS:

- Work is performed in an office setting with long periods of sitting and typing.
- Requires hand-eye coordination and manual dexterity sufficient to operate computer, keyboard and office equipment.
- Work load may be stressful and may require irregular work hours.
- Occasionally lifts up to 25 pounds.
- Travel is required to attend trainings, events and meetings.
- Government vehicle may be used if required to perform job duties.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____