



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Corrections Lieutenant
SALARY: \$27.88 - \$32.27, DOE
REPORTS TO: Corrections Commander
LOCATION: Corrections, Nespelem, Washington

BASIC FUNCTIONS: This is a **Non Exempt** position. The Incumbent in this position is responsible for providing guidance and leadership to Colville Tribal Correctional Facility staff and other assigned personnel to ensure safety and security to the inmates in the Colville Tribal Correctional Facility. This is a Commissioned Position that requires experience, skills and capabilities of a Commissioned Law Enforcement Officer. The incumbent chosen will manage and supervise Corrections Sergeants and assigned support staff; the scheduling and assignment of personnel in the Facility. Will plan, coordinate, and oversee all security function for the Correctional Facility. Review department goals, policies, post orders, and make effective recommendations for the revision or update, implements and monitors change. Incumbent will ensure that the daily operation of the Corrections Facility conforms to applicable laws, rules and regulations.

MINIMUM QUALIFICATIONS:

Education and Training:

- Requires a High School Diploma or GED **AND** sixty (60) months of combined education and work experience in the Criminal Justice. Law Enforcement or closely related field that demonstrates the ability to perform the duties of the position; **WITH** forty-eight (48) months of satisfactory supervisory work experience as a Sergeant in a Correctional/detention facility.
- Must be a United States citizen or obtain citizenship within the last twelve (12) months.
- Must be 21 years of age.
- Must possess a valid state driver's license

Knowledge, Skills, and Abilities:

- Requires knowledge of computers and computer software programs such as Microsoft Word, Microsoft Excel and other job related computer programs.
- Requires knowledge of adult corrections, administration, organization, operation, and security.
- Requires knowledge of modern corrections principles, practices and procedures, including inmate disciplinary programs and direct supervision principles and dynamics.
- Requires knowledge of supervisory and management methods and practices such as fiscal and planning principles.
- Requires knowledge of tribal, federal, state and local laws, regulations, and ordinances pertaining to adult corrections.
- Requires knowledge of the social sciences as they relate to public service and corrections.
- Requires knowledge of the Native American culture and customs.
- Requires skills in planning, organizing and directing corrections programs and functions.
- Requires skills in identifying and dealing with inmate symptoms, including but not limited to: depression, suicidal tendencies, drug, and/or alcohol abuse.
- Requires skills in managing situations firmly, courteously, tactfully and impartially.
- Requires the ability to maintain qualifications with a firearm, rifle, shotgun, Taser and other corrections related equipment.
- Requires the ability to communicate effectively in person, on the phone, and in written format, and write clear, concise reports.
- Requires the ability to complete the Indian Police Academy's Corrections Officer Training Program or equivalent within one year from the date of hire.
- Requires the ability to obtain a Government Motor Vehicle Operator card and maintain through out employment.
- Requires the ability to maintain **STRICT** confidentiality standards, and be willing to sign a confidentiality agreement for the program.
- Requires the ability to abide by the Department's policies and display high moral character with a commitment to the agency mission.
- Requires the ability to work shift hours including evenings, weekends, and holidays, and be subject to call in on short notice.

- Requires the ability to establish and maintain effective working relationships with the general membership, coworkers, vendors/contractors and officials of the Colville Confederated Tribes and prisoners/detainees of varying social and cultural backgrounds.
- Requires the ability to lift up to 100 pounds, and sit and/or stand for extended periods of time.
- Requires the ability to work in a stressful and confined environment.
- Requires the ability to work/drive in adverse weather conditions.
- Requires the ability to respond appropriately in emergency situations.
- Requires the ability to retain qualifications with a firearm, Taser, etc., and maintain throughout employment.
- Requires the ability to obtain a First Aide/CPR certification within three months from the date of hire.
- Requires the ability to obtain a Food Handler's card within 30 days of employment.
- Requires the ability to quickly close large, heavy doors.
- Requires the ability to run up and down two (2) flights of stairs.

NOTE: Pursuant to Tribal Policy, this position is subject to reasonable suspicion and post-accident drug testing and has been identified as Safety Sensitive and will require pre-employment drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, Please make sure your e-mail address is entered on your application.

CLOSING DATE: For guaranteed consideration, applications and supporting documents **MUST** be received in the Human Resources Office by, **Friday, July 19, 2019.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2295
lawrence.harry.hrs@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.

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