

**NORTHERN CHEYENNE TRIBE
JOB READVERTISEMENT#3
2008**

POSITION: Criminal Investigator (Drug Investigations)
(Depending on availability of Funds)

SALARY: D.O.E.

ACCOUNTABLE TO: CHIEF OF POLICE, BIA

OPENING DATE: April 9, 2008

CLOSING DATE: Open Until Filled

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

How To Apply: Submit an application, resume', three current letters of recommendation, copy of driver's license and a notarized release of information for background check to the Human Resources Office.

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Summary of Work: The Drug Investigator will be an employee of the Northern Cheyenne Tribe working under the direct supervision of the BIA Law Enforcement Police Chief. This position will focus primarily on Narcotic investigations, and all aspects of law enforcement duties, conducting Narcotic investigations involving juveniles, adult, property crimes, child abuse, and domestic violence within the boundaries of the Northern Cheyenne Reservation to be prosecuted in accordance with federal and tribal laws. The Criminal Investigator position will be assigned to the Crow/Northern Safe Trails Drug Task Force. While assigned to the Safe Trails Task For the position will primarily be responsible for conducting Narcotic (Methamphetamine) Investigations.

JOB REQUIREMENTS:

Knowledge: The applicant must have knowledge of the law and order code and general courtroom procedures and demeanor. Possess the knowledge of Narcotic investigations, patrol operations, arrest procedures and prisoner transportation and safety, public relations, criminal investigations and other law enforcement and related practices.

Skills: The applicant must posses good verbal and written communication skills, Skilled in firearms and safety, computer and word processing, public speaking, working with at-risk youth, organizational capabilities, telephone etiquette, interviewing techniques, listening and writing skills case management and file maintenance skills.

Abilities: The applicant must have the ability to interview victims, witnesses and suspects in an appropriate non-bias manner and demonstrate the ability to produce written reports based on

facts of an investigation. Able to recognize, preserve, and submit physical evidence for analysis, able to work independently and part of a team. Must be able to work flexible hours and available for on-call status. Must adhere to strict confidentiality and prepare and testify in court when needed. Applicant must be able to travel, attend on-site and mandated training for various lengths of time.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ✓ Be at least 21 years of age and not more than 37 years of age.
- ✓ Possess a high school diploma or equivalent education.
- ✓ Must pass an efficiency battery testing.
- ✓ Must possess a valid Montana Driver's license or get one within 90 days of hire.
- ✓ NO misdemeanor convictions for past year and never have been convicted of a felony.
- ✓ Must agree to and sign waiver for pre-employment drug testing.
- ✓ Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.
- ✓ Successfully complete the Basic Law Enforcement Academy within one year of employment

ONLY QUALIFIED AND RESPONSIBLE APPLICANTS WILL BE CONSIDERED