

**NORTHERN CHEYENNE TRIBE  
NORTHERN CHEYENNE INVESTIGATIVE SERVICES  
\*JOB ADVERTISEMENT\***

**POSITION:** Victim Specialist

**PAY:** \$57,118.00 - \$60,925.00 Annual

**DEPARTMENT:** Northern Cheyenne Investigative Services (NCIS)

**ACCOUNTABLE TO:** Director-NCIS

**OPENING DATE:** April 11, 2024

**CLOSING DATE: OPEN UNTIL FILLED**

**HOW TO APPLY:** Submit a complete application, a resume, three (3) letters of recommendation dated within 1 year (one must be from a present/past employer), Tribal Enrollment Certification or copy of Tribal Identification card, a copy of DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts. Hand-carry or mail all documents to: Northern Cheyenne Tribe, Attn: Human Resources Office, PO Box 128, Little Wolf Capital Building, Lame Deer, MT 59043 **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** This position is located within the Northern Cheyenne Tribe's Investigative Services. The Northern Cheyenne Investigative Services has criminal investigative responsibilities for crimes committed within the boundaries of the Northern Cheyenne Reservation. The incumbent will perform victim specialist services which serve the members of the Northern Cheyenne Tribe as well as members of other federally recognized tribes who reside on the Reservation.

**DUTIES:**

1. Coordinates all services for victims to include counseling services, medical appointments, mental health services, interview appointments, court appearances, and other services/programs available for victims.
2. Transports victims to obtain counseling services, medical appointments, mental health services, interview appointments, court appearances, and other services/programs available for victims.
3. Coordinates and works closely with the FBI Victim Specialist and other victim service programs to ensure all victim services are afforded to victims.
4. Works closely with the Northern Cheyenne Investigative Services Criminal Investigators on all victim cases to ensure all victims receive services.
5. Designs, plans, and directs the dissemination of information regarding victim protection laws, programs on victim related matter, and other relevant victim services.
6. Develops and maintains resource materials for use by victims, witnesses, community organizations, and within the Tribe.
7. Speaks to Tribal members, Tribal programs, and other interest groups about victim's issues to develop and improve programs and efforts to promote interest and support for victims at the local level.
8. Serves as the Tribes Victim Services Representative and expert on local, tribal, and national task forces, committees, and working groups regarding victim related issues.

9. Reviews literature on victim issues, analyzing changes in legislation, case law, court rules, Department of Justice policies, and other issues of direct relevance to the Tribal Victim Services program.
10. Coordinates with various law enforcement entities as needed to assist victims.
11. Provides authoritative advice and guidance to the Tribe regarding victim issues.
12. Develops and provides training materials, information, and resources to the Tribe, support staff, staff of state and local law enforcement and community service providers.

**SUPERVISION RECEIVED:** Supervision is provided by the Director of the NCIS.

**PERSONAL CONTACTS:** Contacts are with Federal, State and law enforcement personnel, intelligence agencies, probation officers, court personnel, victims of crime, witnesses, behavioral health providers, Northern Tribal departments/agencies, the Northern Cheyenne Council, and the general public.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is performed in a standard office environment, courtroom, and law enforcement environment and in the general community. The incumbent must be able to work under stressful conditions and may be subject to hostile environments. The work may extend beyond the normal eight (8) hour daily schedule. Moderate travel on and off the Northern Cheyenne Reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Experience: One (1) year of specialized experience providing assistance to victims. Examples include providing resource referral counseling for victims, their families; assisting victims of crime with completing paperwork to access services; and providing victims with information on the availability of counseling and other victim services. **OR**
  - B. Education: Two (2) full academic years of successfully completed education above the high school level in any field at an accredited junior college, college or university (one year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university) **OR** a combination of specialized experience and education that totals 100% of the experience requirement.
2. Required Knowledge, Skills and Abilities:
  - Ability to communicate effectively verbally and in writing.
  - Ability to plan, organize, prioritize and complete work assignments timely.
  - Ability to work and cope in stressful and sensitive situations.
  - Ability to maintain strict confidentiality.
  - Ability to use various software to include Microsoft Word, Excel, PowerPoint

**NECESSARY SPECIAL REQUIREMENTS:**

- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- Successfully pass a drug test.

- Required to sign a Confidentiality Agreement.
- Incumbent is required to operate a government motor vehicle, must possess a valid driver's license, and have a safe driving record within a 3-year period when selected.