



**COWLITZ INDIAN TRIBE
DEPARTMENT OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

**Emergency Management Coordinator-TAC Officer – Office Administrator
Sexual Offender Registration Administrator**

POSITION DESCRIPTION

Title: Emergency Management Coordinator-TAC Officer – Office Administrator Sexual Offender Registration Administrator

Schedule: Monday through Friday

Location: Cowlitz Indian Reservation Ridgefield, WA

Classification: Full time (Exempt)

Opening Date: November 1, 2017

Salary Range: \$75K to \$100K Annual DOQ

Closing Date: Until filled

Position Summary: The Emergency Management Coordinator-TAC Officer-Office Administrator-Sexual Offender Registration Administrator, is part of the Cowlitz Department of Public Safety Management Team responsible to carry out functions contained in Chapters 14, 23, and 29 of the Cowlitz Department of Public Safety Policy and Procedures Manual in areas of reports, computers, FBI-NCIC and State ACCESS systems and the development and operation of the Cowlitz Tribe's Emergency Management Program, coordinating with other tribal departments in the development of their emergency plans, programs, and operational readiness and is the Administrator for the Sexual Offender Registration Office under guidelines 42 USC 14071. This position reports directly to the Director of Public Safety.

Essential Duties and Responsibilities:

1. Serves as the Technical Agency Coordinator (TAC) Officer for department with state of Washington, FBI and NCIC ACCESS System, WACIC and Department of Motor Vehicles.
2. Responsible for case management report writing programs, traffic citation filings, and summons, subpoenas, arrest warrants and restraining orders.
3. Processes request for records from outside agencies, tribal court, state and federal prosecutors within guidelines of policy and procedures and tribal codes.
4. Responsible for ACCESS-WACIC-NCIC and DMV Security and background requirements and the authorized destruction of ACCESS materials within policy.

5. Responsible to Privacy and Security of all department records under the guidance of Chapter 14 and 23 Cowlitz Department of Public Safety.
6. Responsible for program management under the guidance of Chapter 29, Administrative Procedures Cowlitz Department of Public Safety, officer management and operations.
7. Responsible for Staff and Officer Training, certifications required and internal personnel records relating to confidential law enforcement requirements of tribe, state and federal governments under 5 UCS 551 and 552.
8. Coordinates the management, planning, writing and development of department, and tribal facilities emergency management response plans under FEMA regulation requirements.
9. Coordination with tribal, state, county, and federal partners in emergency management planning and operations.
10. Serves as operational manager of tribal safety preparedness program working with tribal departments and committees.
11. Supervise office staff as program develops.
12. Oversees department audits for budgetary, ACCESS-FBI computer systems and Property and Evidence Room.
13. Coordinate National Incident Management Systems to include Incident and Unified Command and training staff in their operations.
14. Serves as Sex Offender Registration Administrator, under SORNA requirements US Department of Justice.
15. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Understand legal documents and how they apply to Tribal, State, Federal program requirement for courts and prosecutors.
2. Utilize Computer programs, software, report systems, required under Chapter 14, 23 and 29 of Cowlitz Tribal Department of Public Safety.
3. Prioritize work assignments and projects of Cowlitz Tribal Department of Public Safety.
4. Understand the regulations, principles, and practices of record retention systems and record keeping.
5. Ability to establish and maintain effective working relationships with tribal co-workers, programs and department, and outside agencies.
6. Represents the Cowlitz Tribal Department of Public Safety in positive and professional manner with all programs and agencies, with professional appearance and dress.
7. Ability to operate all office systems, fax, computers, two-way radios, calculators, data terminals and other office equipment assigned.
8. Ability to audit evidence room, department budget procedures, and report systems.
9. Ability to supervise, organize, and plan programs and projects of the Cowlitz Tribal Department of Public Safety.
10. Ability to assist in the writing and development of emergency management and safety plans utilizing FEMA and NIMS standards for all tribal programs.

11. Understand the National Incident Management System and Incident Command Systems.
12. Knowledge to prepare tribal laws, codes and statutes for approval of tribal attorney, in areas of Sexual Registration under SORNA, mutual aid agreements, operational agreements contracts between, state, tribal and federal agencies.
13. Ability to answer phones, take messages, meet and assist the tribal membership, the public and other law enforcement agencies in an office setting.

Education and Experience:

1. High School Diploma or General Education Degree.
2. Five years office experience in computer operations.
3. Background in Office Management and working with public.
4. Previous experience with Incident Command System desirable.
5. Legal background desirable.
6. Experience with Law Enforcement-ACCESS or Dispatch Operations desirable.
7. Staff operations with Tribal, County, City, or BIA Law Enforcement Program desirable.

Requirements:

1. Must successfully complete a criminal background check, which includes fingerprints, criminal and civil checks with no crimes for felony arrest or conviction, no misdemeanor crimes of violence, theft or fraud, domestic violence.
2. Must be able to gain certification as a level one and two ACCESS Operator and Technical Agency Coordinator with Washington State Patrol within six (6) months.
3. Competent computer skills including word processing, spreadsheets, software use by department.
4. Must be at least twenty-one (21) years of age.
5. Must have valid Washington State Driver's License.
6. Must be able to travel, locally, state wide and out of state.
7. Pass a drug screening prior to hire and at random with or without cause.
8. Wear a department staff uniform.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and Drug-Free workplace.

Except as provided by Title 25 CFR, Section 472, which allows for Indian Preference in hiring, the Cowlitz Indian Tribe does not discriminate on basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632

