

**YUOK TRIBE-CLASS SPECIFICATION
TRIBAL WARDEN I**

Job Title:	Yurok Tribal Warden I	Job Code	PS Wage Step 1 - 5
Department	Public Safety	Location	Yurok Reservation
Reports To:	Public Safety Chief	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$16.87-21.30		

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

POSITION SUMMARY:

Under the direction of the Chief of Police, the Tribal Warden will assist in assuring that Yurok Tribal and other Fisherman remain in compliance with the Yurok Tribal Fishing Ordinances. The Tribal Warden will also take a leading role in teaching basic water skills to tribal officers and or others as designated by the Chief of Police.

The principal function of an employee in this class is to perform a variety of law enforcement duties in the enforcement Yurok Tribal Ordinances to ensure the preservation of public peace, prevention of crimes, protection of life and property. The work is performed under the supervision and direction of higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

DUTIES AND RESPONSIBILITIES:

1. Work under supervision of the Department of Public Safety Police Chief to enforce the Yurok Tribe Fishing Ordinances.
2. Operating a jet drive-propeller drive watercraft in all types of river/ocean conditions.
3. Issue citations to ordinance violators.
4. Write legible reports and other documents as required; prepares reports and documents using correct spelling, grammar and punctuation.
5. Prepares and documents cases, completes and maintains; reports, logs and other records as required.
6. Appears and testifies in Tribal, State and Federal Courts as required.
7. Process, collects and label evidence or property as required.
8. Maintains assigned equipment and vehicles, in a clean and serviceable condition.
9. Maintains confidentiality of investigations, cases and protects the privacy and constitutional rights of all persons.

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10. Conducts search and rescue duties.
11. Provides emergency aid and assistance to incapacitated persons and requests additional appropriate additional response.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Be able to operate a jet and propeller driven watercraft in all types of water conditions during the day and night.
- Skill and knowledge in the operation of two-way radio systems, multiple line telephones and basic computer skills
- Basic First Aid and CPR training
- Working knowledge of the Yurok Tribe Fishing Ordinances
- Ability to teach others the basic skills of operating a watercraft in all types of water conditions.
- Graduate of a California P.O.S.T. approved academy within one year of hire.
- Valid Class C California State Driver's License;

EDUCATION/EXPERIENCE:

- High School Diploma or GED.
- One to three years' experience working with public.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must have a valid California Driver's License.
3. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
4. Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to observe and identify criminal activity, read and report license plates, and efficiently operate law enforcement equipment and firearms as required;
5. Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate law enforcement equipment and vehicles, render aid to the public, detain criminals, and administer sobriety and other field tests as required;
6. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
7. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to move heavy objects, easily access tight spaces and confined areas, and sit for extended periods as required.
8. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.

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9. Graduate of a California P.O.S.T. approved academy.
10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
11. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
13. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date