



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: JTJA-25-008	Opens: 08/26/24 Closes: 09/10/24
Position Title: Law Enforcement Assistant	
Salary Rate: \$18.00 - \$21.00/Non-Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

A law enforcement (LE) position under the direction of the Law Enforcement Executive Assistant to assist in the office duties of the Law Enforcement Services of the Kiowa Tribe.

Goal: The Law Enforcement Assistant is responsible for the assistance with a myriad of administrative and law enforcement activities and operations.

Reports To: Chief of Police

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or GED certificate; additional qualification as an Administrative Assistant or Secretary a plus.

- Serve as technical lead for assistants and clerks and is responsible for ensuring continuity and uniformity of LE clerical procedures. Develops and maintains standard operating procedures handbook for LE clerical services.
- Performs work involving the collection, compilation, and/or tracking of data and statistical information in support of the LE program.
- Maintains automated system of program specific data to track items such as progress reports, funding accomplishments, compliance strategies, etc.
- Coordinates the receipt and processing of Freedom of Information Act (FOIA) requests, refers requests to proper personnel and follows up with the status of the request.
- Knowledge in NCIC, OLEETS, ODIS and Sex Offender Registry Program.
- Other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- No Felony convictions.
- Must possess a valid Oklahoma State Driver's license.
- Must be insurable under the Kiowa Tribe Driving Policy.
- Must submit to and pass a pre-employment background check.
- Must submit to and pass a pre-employment drug test.
- A broad range of experience in Law enforcement services.

SUBMIT TO: hr@kiowatribe.org or **DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.