

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
<http://oneida-nsn.gov>

JOB DESCRIPTION

FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Lieutenant
POSITION NUMBER: 00314
DEPARTMENT: Internal Security
LOCATION: Varies by shift
DIVISION: Law Enforcement
RESPONSIBLE TO: Assistant Security Director
SALARY: E04 \$38,063 Annual (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: September 7, 2016
CLOSING DATE: September 14, 2016
Transfer Deadline: September 14, 2016
Proposed Start Date: As soon as Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide supervision and leadership to the Internal Security Department. Ensure public safety, security and the preservation of life and property by enforcing laws, ordinance and tribal Gaming Policies. Ensure the Security Department operates in accordance with applicable laws, regulations, policies and procedures. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Communicate goals, objectives, policies and procedures in accordance with applicable tribal, federal, state, and local laws, rules and regulations.
2. Improve staff effectiveness by mentoring and training staff on processes and providing employee expectations. This will include appraising job tasks and performance as needed and issuing corrective action to employees as needed.
3. Monitor and completes payroll reports; review vacation and personnel time off requests.
4. Ensure security reports and logs are accurate and completed in a timely manner.
5. Host regular staff meetings to ensure communication between personnel and program-related activities.
6. Achieve financial objectives by reviewing and administering annual budget.
7. Implement and participates in staff development and training programs.
8. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
9. Assist security investigators and staff during investigations of gaming violations and other related security issues.
10. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

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DUTIES AND RESPONSIBILITIES:(Cont.)

13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, climb or balance. Occasionally lift and/or move up to seventy (75) pounds.
2. Work is generally performed indoors where employee may have frequent contact with the public and be exposed to moderate/high noise levels, dirt, dust, unpleasant odors and second-hand smoke. Prolonged standing and walking may be required between buildings and other areas; situations may occur where there is exposure to hazards or physical risks. Prolonged sitting, walking, or waiting and extended work hours including swing shifts, evenings, holidays and weekends may be required.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of administration, including budgeting, program planning and development, employee supervision and training.
2. Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
3. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
4. Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
5. Skill in problem solving, human relations, and time management. Proficient in the preparation of writing budget proposals, contracts, or funds allocations.
6. Skill in providing leadership and motivation to staff as well as evaluating staff's work.
7. Ability to schedule and facilitate meetings, conferences, training, etc.
8. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
9. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
10. Ability to make effective decisions in routine and emergency situations.
11. Ability to communicate efficiently and effectively both verbally and in writing.
12. Ability to become certified in Child Abuse and Neglect awareness and prevention training.
13. Ability to conduct interviews and select best fit candidates.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
18. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of tribal, federal, and state gaming, criminal, traffic, and civil code and laws.
- 2.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Associates Degree in Criminal Science or Business Administration plus five (5) years of security experience with at least two (2) years of supervisory experience; and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

- 1.