



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Court Security Officer– Public Safety – (2) Part Time**

**SUMMARY:** Under the general direction of the Director of Public Safety, performs security duties at the Justice Center facility and provides security for the Judges, Court Staff, Justice Center employees and the public.

### **EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –**

#### **A Qualified Candidate shall possess or shall obtain:**

- A minimum of twenty-one (21) years of age; and
- A High School Diploma or GED; and
- A non-restricted Michigan's Operator's License with the ability to be insured under the company's policy; and
- A current Michigan Concealed Pistol License (CPL) or be able to obtain a Michigan CPL upon hire; and
- Prior work experience in law enforcement performing courtroom, jail or prison security, or transport of **felony** defendants, and/or equivalent military service is preferred; and
- Certification in CPR, First Aid, PPCT (Defensive Tactics) and Taser; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

#### **Preferred Qualifications:**

- Associate Degree in Criminal justice or related field

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE9 **Status:** Non-Exempt Hourly/Part Time/Bi-weekly Pay

**Hiring Range :** \$15.87 – \$23.37 **Commensurate with Verified Qualifications**

**Background Check:** Extensive

#### **Application Instructions:**

**Obtain an application** form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under Employment heading) or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .*

**To apply:** Please submit completed application, cover letter, resume, transcripts from degree (If applicable), any relevant training/certificates/licensures as asked for under qualifications, copy of Tribal ID Front/back (if applicable) and copy of driver's license front and back to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) .*

**Incomplete submissions will not be considered**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

*For further information, please contact the LRBOI HR Department.*

Posted: 07/14/2022

Removed: 07/28/2022