

## JOB OPENING ANNOUNCEMENT

**Job Title:** Sergeant

**Report To:** Chief of Police

**Department:** YAPD

**Job Vacancy:** YAN-24-055

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 5/6/2024

**Closing Date:** 5/17/2024

### **POSITION DESCRIPTION:**

The Police Sergeant participates in and supervises the patrol activities of Police Officers assigned. May act as the Chief of Police in his/her absence.

### **QUALIFICATIONS:**

- Five (5) years law enforcement experience preferred.
- Must complete the required supervisory training within one year of appointment.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- High School Diploma or GED required.
- AZ POST and BIA Certification required.
- Ability to read, analyze and interpret moderately complex data.
- Knowledge of police operations, principles and practices including investigation, patrol, communications, records, public relations and crime prevention.
- Ability to communicate effectively with different age groups.
- Ability to make effective presentations on controversial topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required certifications/licenses and update knowledge and skills.

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and programs in the best interest of the Nation.
- Supervises patrol activities, including assigning staff, reviewing incident reports, and conducting patrol duties.
- Coordinate and approve leave requests to ensure adequate staffing levels.
- Ensure that all equipment, including patrol vehicles is properly maintained and fully functional.
- Prepares statistical activity reports, complaints, affidavits, and other legal/technical documents.
- Resolves day to day operational issues arising from staff and the public.
- May serve as departmental training coordinator.
- Evaluates and reviews the performance of assigned personnel.
- Ensures that training and development opportunities are maximized for assigned staff.

- Supports and interfaces with other employees and Tribal Members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates in various Nation work groups.
- Performs other duties as assigned by the chief of police.

### **Physical Requirements**

The employee must occasionally lift and/or move up to Fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**