

JOB OPENING ANNOUNCEMENT

Job Title: Non- Certified Police Officer (3)

Reports to: Police Sergeant

Department: YAPD

Job Vacancy: YAN-25-40

Status: Full-Time; Non-Exempt

Starting Wage: \$24.00 Per Hour

Opening Date: April 7, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

This position will be filled by non-certified personnel prior to attending the police academy.

QUALIFICATIONS:

- High School Diploma or GED required.
- Knowledge of Police operations, principles and practices, including investigating, patrol, communications, records, public relations and crime prevention is preferred.
- **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.**
- Ability to communicate effectively with different age groups.
- Ability to make effectively presentations on controversial topics.
- Evidence of continuing educations to maintain any required Certification/License and update knowledge and skills.
- Must be 21 years of age prior to completion of the Police Academy

DUTIES AND RESPONSIBILITIES:

- Performs duties at the police department that will prepare them to successfully compete the police academy.
- Will ride along with officers to learn the area
- Helps police officers to prepare statistical activity reports, complaints, affidavits, and other legal/technical documents.
- Assist police officers with reports to document the facts of an incident and facilitate the apprehension prosecution, and conviction of the perpetrator.
- 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 on various Nation work groups.
- Must attend Police Academy and pass the AZ Post Certification.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities 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, where noise levels should be minimal, with occasional direct response to incident scenes where noise may be extreme. 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

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**