

## JOB OPENING ANNOUNCEMENT

**Job Title:** SORNA Coordinator

**Report To:** Lead Supervisor

**Department:** Yavapai-Apache Police Department

**Job Vacancy:** YAN-26-13

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

**Starting Wage:** DOE

**Opening Date:** 01/12/26

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

SORNA Coordinator develops implements and coordinates the registration and notification requirements for continued compliance with Title I of the Adam Walsh Child Protection and Safety Act of 2006. the Nation's Sex Offender and Registration and Notification Act ("SORNA Title-24"), including manage and maintain records, files and a sex offender website in order to ensure continued compliance with tribal and national standards.

### **QUALIFICATIONS:**

- Knowledge of Federal Indian criminal law, tribal law or experience working with tribal communities.
- Ability to establish and maintain effective working relationship with tribal officials, employees, police department, social services and the public.
- Knowledge of computer networks.
- Must have the desire and the ability to work closely with surrounding law enforcement agencies in order to ensure offender compliance with tribal, state and federal statutes.
- Some bookkeeping and personnel skills are desirable.
- Be trained in adjudication and certification in order to ensure compliance with P.L.101-630, P.L.101-647 and all provisions of the Indian Child Welfare Act.
- Knowledge of Microsoft EXCEL, Word and Power-point a plus.
- Experience in conducting background investigation including photography, obtaining legible and classifiable fingerprints for submission to the Federal Bureau of Investigation. Knowledge and experience in the collection and preservation of evidence including DNA a plus.
- AZ POST or BIA Peace Office Certification 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.**

## **DUTIES AND RESPONSIBILITIES:**

- Handle business functions of the Adam Walsh Program for Police Department.
- Performs maintenance and updates on Sex Offender Website.
- One on one contact with sex offenders.
- Interviews and conducts follow-up investigations on sex offenders residing within the exterior boundaries of the Yavapai-Apache Nation. Including residential checks on offenders.
- Maintains accurate records and files on sex offenders.
- Assists the criminal investigators.
- Submission of reports to be used in tracking and documenting possible violations of tribal, state and federal statutes for prosecution in the appropriate court.
- Coordinates with federal, state and tribal agencies on Adam Walsh issues.
- Prepares and submits all required Adam Walsh and DOJ reports.
- Coordinates with the Yavapai County Sheriff's Department, Arizona Department of Public Safety, US Marshalls and various probation department regarding sex offender issues and or violations.
- Other duties as assigned by the Chief of Police.

## **Physical Requirements:**

The employee must occasionally lift and/or move up to thirty (30) 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**