

# **HOULTON BAND OF MALISEET INDIANS**

## **Job Description Maliseet Law Enforcement**

### **Project Planning assistant**

Approved by Council: 04/03/2024

**STATUS: Full Time**

**SUPERVISED BY: Project Planner**

**SALARY RANGE: \$17.79-\$19.20**

**\*\*This is a temporary 2-year position**

**ROLE:** Perform a variety of duties necessary for the implementation of a Maliseet Law Enforcement Department.

### **POSITION RESPONSIBILITIES:**

- Assist in ensuring that a strategic analysis is completed to identify priorities, needs and gaps for meeting community policing needs
- Planning activities related to starting a new program
- Assists in the coordinate the development of Maliseet codes
- Assist in the development of job descriptions
- Assist in the identification of necessary equipment needed
- Assist in the development of an annual budget for the police department
- Assist in the development of internal police department policies
- Assist in the creation of a framework for working with internal tribal departments
- Assist in the develop MOUs with other agencies
- Work closely with the tribal court to ensure seamless processes are in place
- Other duties assigned

### **MINIMUM QUALIFICATIONS:**

- High school diploma or a GED required. Associate's degree in a relevant subject matter area (such as Pre-Law, Business Administration, Law Enforcement or Social or Human Services) preferred.
- Must be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant must speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.

- Minimum of two years' experience working in an administrative, project planning or law enforcement, setting preferred.
- Ability to work in a fast-paced setting
- Self-direction, organization, motivation and attention to detail required.
- Analytic and problem solving abilities
- Must hold and maintain a valid State of Maine driver's license.
- Pass pre-employment urine drug screening, state and federal criminal background checks.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our web site [www.maliseets.com](http://www.maliseets.com). Application are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

**Applications will be accepted until close of business on May 13th, 2024.**

**TO APPLY:**

Submit an application to:

Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road

Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.