

JOB ANNOUNCEMENT

POSITION: Sex Offender Compliance Specialist
PROGRAM: SORNA
SUPERVISOR: Tribal Court Administrator
SALARY RANGE: \$ 54,935.60 Annually (**Grade: 25, Step: 01**)
CLASSIFICATION: EXEMPT
LOCATION: Shoshone-Paiute Tribes Owyhee, Nevada

OPENS: June 23, 2022

CLOSES: July 11, 2022

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

SUMMARY OF FUNCTIONS:

Under general supervision of the Tribal Court Administrator, the incumbent will perform administrative and complex duties to keep the Tribes in compliance with Adam Walsh Act (AWA) and to be compliant with the implementation by Sex Offender Registry Notification Act (SORNA). Incumbent will be responsible for administering agreements and update policies and procedures as needed, to maintain compliance within the Acts.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Indirectly provides administrative direction to the Tribal Court Administrator or his/her designee for the best infrastructure of the compliance of SORNA.
2. Establish a structured office for sex offenders to report to when entering our reservation, which includes keeping pictures current and fingerprinting as required.
3. Revise the SORNA code as deemed necessary.
4. Ensures open communication among all relating agencies.
5. Performs short-term and long-term strategic planning, including the assessment of community needs and the design and implementation of AWA SORNA.
6. Conducting public meetings for notification of final implementation of SORNA.
7. Participates in all Federal, Tribal, Regional, and State meetings pertinent to the AWA SORNA.
8. Maintain records of the required individuals who are to register and follow up as required by the documents received.
9. Develops an annual budget according to approved funding; track expenditures and maintain financial records.
10. Responsible for grant program reports.
11. Seek additional funding to continue operations of the AWA SORNA office.
12. Performs other duties as identified by Tribal Court Administrator or his/her designee.

EDUCATION AND WORK EXPERIENCE REQUIRED:

1. Bachelor's in business administration and 2 years extensive experience in working with Federal, State, and Tribal governments in the administration field. Education and experience can substitute with a total of 6 years' experience and 2 years in the administration field.
2. Must have a valid Idaho or Nevada State driver's license

****EQUIVALENCY:** Any equivalent combination of Education and Experience will be considered.

PREFERRED QUALIFICATIONS:

1. Knowledge of tribal operations, programs, and services; federal and state laws; policies and regulations pertaining to tribal operations, programs and services; budgeting and fiscal management, personnel practices.
2. Law Enforcement experience a plus.
3. Requires considerable knowledge of organizational development and planning.
4. Knowledge of computer software and applications.
5. Ability to plan, organize, and meet the overall objectives and goals; communicate effectively both verbally and in writing; evaluate and appraise the effectiveness and quality of the AWA SORNA and meet services.
6. Ability to interpret and apply tribal, federal, and state laws and regulations; establish and maintain effective working relationships with the Tribal Court Administrator or his/her designee, and other Tribes and governmental agencies and jurisdictions, and the general public.
7. Ability to prepare clear and concise reports. Must possess the ability to negotiate contracts and coordinate legal review.
8. Knowledge of the National Crime Information Center (NCIC) reports and how to disseminate information for Tier classification purposes.
9. Knowledge of the Grant Management System a plus for the required reports.
10. Must be willing to travel.