

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

**Job Title:** Public Safety Officer/Administrative Support  
**Department:** Public Safety - Emergency Operations  
**Supervisor:** Emergency Operations Manager, Tyler Felt  
**FLSA Status:** FT, Non-Exempt  
**Prepared by:** Transportation Land Use Director & Emergency Operations Manager  
**Prepared Date:** 03/11/2026  
**Approved By:** CEO, Jacque Hostler-Carmesin  
**Approved Date:** 04/02/2026

**SUMMARY**

The Public Safety Officer / Administrative Support position is a community-centered role that blends public safety presence with administrative coordination in support of Emergency Operations. This is a non-sworn, position and does not include arrest authority or the carrying of firearms. The role focuses on community safety, protection, preparedness, communication, and operational coordination. Responsibilities include monitoring and supporting compliance with Tribal ordinances, providing education and outreach, coordinating with appropriate authorities, and providing administrative support to the Emergency Operations Center to help maintain a safe, orderly, and resilient Tribal community.

The position maintains a visible and professional safety presence across Tribal properties while building strong working relationships with Tribal departments, community members, and partner agencies. Responsibilities include conducting routine patrols of Tribal facilities and housing areas to support community safety and compliance with Tribal ordinances; observing, documenting, and addressing safety concerns; providing reports and referrals related to ordinance violations when necessary; coordinating with Casino Security and Harbor Security; and assisting with Tribal Court functions when appropriate. The role also supports situational awareness and coordinated response to incidents affecting Tribal infrastructure, facilities, and community members.

In addition to community safety responsibilities, this position provides key administrative and operational support to the Emergency Operations Center. Duties include managing department communications, maintaining records and activity logs, preparing department reports and updates, assisting with training coordination and exercises, and supporting meetings with Tribal leadership, departments, and regional emergency management partners.

Through a combination of public safety presence, documentation, coordination, and preparedness activities, the Public Safety Officer / Administrative Support position helps strengthen community safety, protect Tribal assets and infrastructure, and support the Tribe's emergency preparedness and response capabilities.

## **ESSENTIAL DUTIES**

- Public Safety Patrol and Community Engagement
  - Conduct routine patrols of Tribal properties including Tribal Administration, community facilities, housing areas, infrastructure sites, and other designated locations to support community safety and compliance with Tribal ordinances.
  - Enforce Tribal ordinances as appropriate, including issuing citations or warnings to maintain compliance.
  - Provide administrative support to the Emergency Operations Center, assisting with coordination, documentation, and operational readiness.
  - Maintain a visible, professional, and community-oriented safety presence throughout the Tribal community.
  - Observe, document, and report safety hazards, suspicious activity, infrastructure concerns, or operational issues.
  - Assist with traffic control, site safety, and monitoring during Tribal events, construction activities, or community gatherings.
  - Promote positive relationships with Tribal members, employees, and visitors while supporting a safe and respectful environment.
  - Interface with Tribal departments to identify safety concerns and coordinate follow-up actions.
  - Provide support to Trinidad Rancheria's Animal Control Officer, assisting with home visits, citations, and ordinance compliance as needed.
  - Provide support and accompaniment to Trinidad Rancheria departments, assisting with document serving and mediation as needed for community safety.
  
- Coordination with Security and Partner Agencies
  - Coordinate with Casino Security and Harbor Security to maintain situational awareness and support unified responses when issues arise.
  - Communicate with local emergency services including fire, emergency medical services, and law enforcement when assistance is required.
  - Support coordination efforts with county and regional emergency management partners when directed.
  - Assist with Tribal Court functions as requested, including coordinating on Tribal ordinance citations and serving as a bailiff when needed to support court proceedings and maintain order.
  
- Incident Documentation and Reporting
  - Document patrol observations, activities, and incidents, and any Tribal ordinance violations or citations in accordance with department procedures.
  - Prepare incident summaries, safety reports, and departmental updates.
  - Maintain accurate daily activity logs and operational documentation.
  - Assist in maintaining situational awareness for the Public Safety and Emergency Operations Office as well as Tribal leadership.

- Administrative and Department Support
  - Field incoming phone calls, emails, and inquiries for Public Safety and Emergency Operations
  - Draft, prepare, and respond to departmental correspondence.
  - Maintain and organize departmental records including digital and physical files.
  - Prepare routine Public Safety updates and activity summaries.
  - Support internal documentation, communication, and information tracking processes.
  
- Training, Preparedness, and Operational Readiness
  - Assist in planning, coordinating, and supporting training events, exercises, and community preparedness programs.
  - Support emergency preparedness initiatives including CPR, CERT, TERT, or other community safety programs when applicable.
  - Participate in department training, drills, and emergency exercises.
  - Support operational readiness activities for the Tribal Emergency Operations Center (EOC) when activated.
  
- Meetings and Coordination
  - Attend Department meetings, Tribal meetings, and Operational Area partner meetings as assigned.
  - Take detailed meeting notes and prepare written summaries or action items.
  - Assist with coordination between Tribal departments and external partners during planning and preparedness activities.
  
- Additional Duties
  - Support protection of Tribal facilities, infrastructure, and community assets through proactive observation, reporting, and enforcement of Tribal ordinances, including issuing citations when warranted
  - Assist with implementation of departmental procedures, safety protocols, and preparedness initiatives.
  - Perform other duties as assigned to support the mission and operations of Public Safety and the Emergency Operations Center
- **Supervisory Duties:** This position does not have supervisory responsibilities.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical:** Recognizes complex situations, collects information, as well as researches and collaborates on possible solutions.
- **Problem Solving:** Identifies and addresses problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management:** Collaborates to develop department appropriate projects. Follows through on projects as directed.
- **Judgment:** Makes timely decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, organizes daily schedule.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands. Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality:** Consistently at work and on time, collaborates for best schedule and communicates changes.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to flexible scheduling when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan or possible solutions.
- **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; Develops innovative approaches and ideas.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Education and Experience:**

- High School Diploma or GED equivalent
- At least six months related experience in public safety, administrative support, military or related field; or equivalent combination of training and experience; Strong written and verbal communication skills.

### **Preferred Qualifications:**

- Experience working in public safety, emergency management, security, Tribal government, or community services.
- Experience providing administrative support including documentation, record management, and meeting coordination.
- Familiarity with Tribal government operations and the importance of culturally respectful community engagement.
- Previous experience supporting emergency preparedness programs, training events, or exercises.
- Training or certification in any of the following areas:
  - Community Emergency Response Team (CERT) Tribal Emergency Response Team (TERT)
  - Emergency Operations Center (EOC) support
  - Incident Command System (ICS)
- Experience coordinating with partner agencies such as fire departments, law enforcement, emergency medical services, or county emergency management.
- Ability to assist with community outreach, training coordination, and preparedness initiatives.
- Experience taking meeting notes, preparing summaries, and assisting with project or program coordination.
- Demonstrated ability to identify funding opportunities, develop competitive grant proposals, and secure financial resources to support departmental growth and program expansion

**Ability to:**

- Read, analyze, and apply Tribal Law and Order Ordinances, including identifying potential violations and supporting citation enforcement.
- Write reports, maintain logs, and create spreadsheets or charts documenting patrol activities, incidents, and ordinance violations or citations.
- Use computer proficiently including email, word processing, and record keeping.
- Maintain accurate reports, logs, and administrative documentation.
- Work independently while coordinating with multiple Tribal departments.
- Exercise sound judgment, maintain professionalism, and handle sensitive information appropriately.
- Work evenings, weekends, or respond during emergencies when necessary.
- Obtain required certifications within a specified timeframe after hire, including:
  - CPR / First Aid / AED Certification
  - FEMA Incident Command System training (ICS-100, ICS-200, IS-700, IS-800)
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, customers, and the general public

**Other Qualifications**

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass Background Investigation

- Must pass a pre-employment drug screen.
- Must be able to travel 10% of the time.
- Indian preference for qualified applicants.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up 40 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be exposed to wet and/or humid conditions and outside weather conditions, will work in a variety of environments, including remote areas and encounter extreme weather conditions as well as difficult terrains. The employee will regularly use a company vehicle to travel to locations off the main Tribal parcel and will abide by Trinidad Rancheria's Motor Vehicle Operation Policy and CA DMV rules and regulations. The employee should be aware of safety protocols when working in and near water environments, and wear appropriate attire or PPE for the circumstance. Employee may encounter upset staff or Tribal members. The noise level in the work environment is usually moderate.

Signature\_\_\_\_\_

Date\_\_\_\_\_