



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Assistant Transport Officer (ATO)

**OPEN:** August 7, 2018

**CLOSE:** August 24, 2018

**EXEMPT:** No

**JOB CODE:**

**SALARY GRADE:** (6)\$16.50-\$18.48

**DIVISION:** Law & Justice

**SHIFT:** Day

**DEPARTMENT:** Courts

**LOCATION:** Tribal Administration

**SUPERVISOR:** Court Supervisor

**DURATION:** Regular Full Time

**VACANCIES:** 1

**JOB SUMMARY:** Position responsible to perform functions that ensure the safety and order of the inmate transports and proceedings before the Lummi Tribal Court. In this position, the ATO assists in the transportation of in-custody defendants to the Lummi Tribal Courthouse and various correctional facilities.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Responsible to adhere to the Lummi Tribe's Policies and Procedures and the Lummi Tribe's Standards of Conduct for Non-judicial Tribal Court Employees.
2. Assist in the transport of defendant(s) to and from to Lummi Tribal Courthouse to the appropriate correctional facilities or treatment centers as directed.
3. Safely restrain and handcuff inmates for transport.
4. Enforce all rules of the court.
5. Closely monitor inmates while in custody and react accordingly.
6. Responsible for daily monitoring of detention bookings and transports prisoners on an as-needed basis pursuant to the requests of the Judge and or Court Orders.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 years experience as a Security Officer or similar position.
- 1 year experience using Windows operating systems; Microsoft Word and Excel.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to confront disruptive inmates in a professional manner and possess ability to quickly and safely diffuse volatile situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to think clearly and perform well in stress-filled emergencies with or without supervision.
- Ability to work cooperatively as a team member with court staff and Tribal Police Officers.
- Ability to execute and strictly abide by a sworn Statement of Confidentiality.

- Ability to work independently and to exercise initiative, as well as have good organizational skills.
- Ability to prioritize tasks and complete assignments under strict time constraints.
- Ability to work with the public, even in stressful situations, is essential.
- Ability to exhibit a calm personality.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be willing and able to submit to a pre-employment physical.
- Must be willing to be trained within 6 months of hire, carry and if necessary apply a Taser.
- Must be willing to be trained in Prisoner Control techniques
- Must be willing and able to be trained and use proper Prisoner Control techniques.
- Must be willing and able to be trained and apply proper Use of Force techniques if needed.
- Must be willing and able to be trained and apply proper Personal Protective Equipment (PPE).
- Must understand that this position may come into contact with blood borne pathogens or other potential dangerous substances.
- Must be alert, personable and attentive to detail and possess good memory retention
- Must be willing and able to confront disruptive inmates in a professional manner and demonstrate the ability to quickly and safely diffuse volatile situations.
- Must exhibit a calm personality.
- Must be able to think clearly and perform well in stress-filled emergencies with or without supervision.
- Must be able to work cooperatively and respectfully as a team member with Court Staff and Tribal Police Officers.
- Must execute and strictly abide by a sworn Statement of Confidentiality in all workplace matters.
- May not use social media to reference any workplace matters relating to employment.
- Must describe and have the demonstrated skills and experience to meet the minimum qualifications associated with this position.
- Must be willing and able to work independently and to exercise initiative, as well as have good organizational skills.
- Must be able to prioritize tasks and complete assignments under strict time constraints. The ability to work with the public, even in stressful situations, is essential.
- Must have demonstrated writing and communication skills for contact with various agencies and jurisdictions, as well as the ability to logically write follow up reports.
- Must have demonstrated the physical ability to carry out position requirements, including the possible apprehension of a non-cooperative and resisting individual.
- Must meet qualifications required by Lummi Nation Tribal Court including an extensive background check. Shall have no misdemeanor or felony convictions of any kind, in any jurisdiction for a minimum of five years. (Some kinds of felony & misdemeanor convictions may be a bar to employment in this position, at the discretion of the Chief Judge in consultation with the Human Resources department.)
- Must be willing and able to attend in-service training classes as required, which may require in and out of state travel.
- This is a position of High Public Trust involving contact with members of the public and access to confidential information

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)  
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.