

RANGER LIEUTENANT

DEFINITION: Under general supervision, performs supervisory, administrative, and ranger enforcement work of considerable difficulty in planning, organizing and directing the operation of an assigned area or district; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs activities of ranger operations; develops, implements and monitors long- and short-range plans, goals and objectives; participates in the formulation of operating and administrative policies, procedures and protocols; supervises subordinate staff; assists in identifying, developing and monitoring budget; conducts inspections and evaluations to ensure compliance; oversees staff training; ensures that all enforcement officers maintain certification; develops training plans; provides administrative support for contractual and interagency agreements to meet the demands for ranger services.

Coordinates with other agencies and/or participates in handling various emergency service needs and situations; directs staff at scene, coordinates investigation and enforcement efforts with other Navajo Nation and federal agencies; directs and/or participates in patrols and investigations of alleged violations; determines validity of alleged offense; directs and/or oversees collection of evidence, takes testimonies, witness identification and statements, and other items gathered during the investigation process; oversees preservation of evidence.

Interprets Navajo Nation, state and federal laws and department policies; provides educational information on natural and environmental resources protection and preservation, crime prevention and community awareness; oversees and/or performs application of various regulatory services involving such areas as livestock inspections, verification of brands and permits, water usage, mineral exploration and development, etc.; provides search and rescue when needed; prepares required reports; conducts and attends meetings and training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, Administrative Orders, policies and procedures, governing natural resources and protection.

Knowledge of investigative procedures.

Knowledge of court processes and legal terminology.

Knowledge of the basic principles of management, administration, supervision, budgeting, accounting/bookkeeping, record keeping, records and file management.

Knowledge of Navajo culture and traditions.

Skill in working cooperatively and courteously but firmly with all segments of the public.

Skill in evaluating a situation, making effective decisions under pressure and taking appropriate action.

Skill in applying management practices and procedures to a variety of situations, circumstances and events.

Skill in writing technical reports.

Ability to assign, supervise and inspect the work of others.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Must remain physically fit, capable of performing law enforcement-related and potentially strenuous and dangerous work involving the arrest, apprehension and detaining of suspects, and in performing various emergency and non-emergency duties. Work is performed both indoors and outdoors with potential exposure to a variety of weather conditions.

MINIMUM QUALIFICATIONS: An Associate's of Arts degree in Criminal Justice or related field; and three (3) years of first line law enforcement supervisory experience; OR a high school diploma or GED; and four (4) years of responsible and relevant experience as a ranger, military or civilian law enforcement officer or closely related responsibilities, two (2) years of which must have been in a supervisory and/or management capacity.

SPECIAL REQUIREMENTS: Must have completed an approved Basic Law Enforcement Training Program; pass a criminal background investigation; and undergo a physical examination once a year. Within 60 days of employment must obtain a Navajo Ranger Commission; a Navajo Livestock Inspector Commission; a BIA-Deputy Special Officer Commission; must possess a valid state driver's license and a valid Navajo Nation Operator's Permit. Must complete Supervisory Enforcement Officer Training within one (1) year of appointment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.