

## **RANGER SERGEANT**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in overseeing and performing a variety of administrative duties and supervising ranger staff within an assigned shift or special project/assignment; 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:**

Supervises subordinate staff; exercises full authority in the enforcement of laws, rules and regulations governing livestock, forestry, environmental, land, water, hunting, fishing, boating and antiquities; reviews operations and determines if staff are in compliance with operational policies, procedures and protocols; oversees staff training; conducts scheduled inspections and evaluations; plans, schedules and assigns enforcement activities of subordinate rangers consistent with applicable policies and procedures.

Coordinates and/or participates with other law enforcement agencies in conducting investigations and in the enforcement of tribal and federal rules, regulations, policies, procedures and protocols; directs and/or accompanies patrols and investigations of alleged violations; determines validity of alleged offense; directs and/or oversees collection of evidence, taking of testimony, witness identification and statements and other items gathered during the investigation process; oversees preservation of evidence.

Provides assistance and services to visitors and others; 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, and right-of-way; provides search and rescue when needed; prepares required reports; 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.

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.

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

Ability to apply laws and regulations in a tactful, courteous, firm and impartial manner.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Incumbents 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. Work also involves the potential for high stress levels.

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**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and three (3) years of responsible experience as a ranger, military or civilian law enforcement officer or closely related responsibilities, one (1) year of which must have been in a supervisory and/or management capacity.

**PREFERRED QUALIFICATIONS:**

- An Associate's Degree in Natural Resources or related law enforcement field.
- Three (3) years of experience as a law enforcement officer.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a valid state driver's license
- Must have completed an approved Basic Law Enforcement Training Program.
- Undergo an annual physical examination.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Ranger Commission; a Navajo Livestock Inspector Commission, a BIA-Deputy Special Officer Commission and within 60 days of date of hire. Incumbent must also obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must complete Supervisory Enforcement Officer Training within one (1) year of date of hire.

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.