



**Position:** Conservation Officer  
**Department:** Public Safety Department  
**Reports to:** Chief of Police  
**FLSA Status:** Exempt  
**Salary Grade:** \$63,398.40 - \$88,753.60  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

---

#### **SUMMARY OF MAJOR FUNCTIONS**

The Conservation Officer is responsible for enforcing environmental regulations, protecting natural resources and promoting conservation efforts within the jurisdiction of the Coquille Indian Tribe. This role involves patrolling tribal lands, investigating violations, issuing citations, engaging with the community and coordinating with relevant agencies to ensure the responsible protection and preservation of natural and cultural resources.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Enforce all tribal, state and federal laws related to environmental conservation and natural/cultural resource protection.
2. Patrol tribal and county lands to monitor and prevent illegal activities such as poaching, illegal gathering of permitted resources, and unauthorized land use.
3. Investigate violations, gather evidence, issue citations and prepare reports for legal proceedings.
4. Collaborate with tribal and community members to raise awareness about conservation initiatives and environmental protection.
5. Bi-weekly activity report to Executive Director of Programs and Services that captures relevant information on stops, citations, seizures, situation updates and new initiatives.
6. Conduct educational programs to promote responsible environmental practices.
7. Respond to environmental emergencies, such as wildfires, pollution incidents, or natural disasters, and coordinate with relevant agencies for mitigation.
8. Ensure compliance with established tribal law, regulations, policies, procedures and safety protocols.
9. Safely operate motor vehicles and equipment as needed for conservation activities.
10. Maintain accurate and complete records of incidents, compliance activities and patrol reports.
11. Collaborate with other tribal and community departments as needed for natural and cultural resource conservation efforts.
12. Assist in the development and implementation of stateside and local conservation initiatives and programs.
13. Conduct surveillance and utilize tracking techniques to identify and address potential threats to the environment.
14. Engage in wildlife management activities and support habitat restoration projects.
15. Serve as backup for CIT Police Officers as needed.
16. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear. The employee is required to use hands and fingers to feel; handle or operate objects, controls or tools listed below. The employee is required to climb and balance, stoop, kneel, crouch and crawl.

The employee must occasionally lift and/or move more than 50 lbs. Work is generally performed in an outdoor environment and occasionally in an office setting. Occasional evening and weekend work are required. Work involves exposure to hazardous materials, excessive noise, high risk/dangerous situations, infectious disease, dust, fumes, and allergens. Work may take place near moving equipment/machinery and require the use of protective clothing, equipment, devices, and materials.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Knowledge of environmental laws and regulations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
8. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to work with mathematical concepts such as basic arithmetic.
10. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
11. Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
12. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
13. Knowledge of equipment used in law enforcement, communications, computers, and vehicles. Proficient in firearm safety.

14. Ability to operate tools and equipment such as: police vehicle, police radio, radar gun, hand gun, other weapons as required, police baton, handcuffs, breathalyzer, pager, first-aid equipment, telephone and cell phone.
15. Skill in directing investigative, community and public relations, crime prevention, and support activities.
16. Ability to integrate training, experience and common sense sufficient to identify potentially dangerous situations, make effective logical decisions and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
17. Ability to accept the dangers and stresses, regimentation, discipline, and time demands of police work.
18. Ability to work extended hours and various work schedules or late-night patrols to protect tribal and community natural and cultural resources. This may include evenings, weekends, and holidays based on requests by NRO, Executive Director of PSO or Highest Executive Officer. Ability to respond to community issues and concerns with a high level of sensitivity.
19. Ability to prepare accurate, complete, and legible reports and present detailed, accurate and objective oral presentations and response to questions.

### **QUALIFICATIONS**

1. High School Diploma or Equivalent required.
2. Formal education in environmental science, natural resource management, cultural resource management, criminal justice or related field preferred.
3. Previous experience in conservation or environmental law enforcement is highly desirable.
4. Must be 21 years of age.
5. Ability to meet Tribal Public Safety Department physical standards and pass standard psychiatric test.
6. Successfully completed the Oregon Revised Physical Agility Test.
7. Be employed as a Police Officer, be certified with Oregon State DPSST as a police officer, have completed a Field Training program, and in good standing with a State of Oregon Law Enforcement Agency.
8. First Aid/CPR certification required or ability to obtain within 90 days of employment.
9. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
10. Professional experience in meeting and dealing with the public required.
11. Experience working with Native American communities strongly desired.