



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 09/11/2026 Closing Date: 09/17/2026

Position Title: Senior Community Service Officer

Department: Public Safety

Work Schedule: Varies 24/7 Operation

Wage Rate: Pay Range 45: \$23.71- \$30.35/ HR / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for.

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: Senior Community Service Officer **WORKSITE:** Tule River Justice Center
129 S. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the supervision of The C.S.O. Sergeant, this position conducts mobile patrol operations, foot patrol checks of all Tribal businesses and interests as instructed. This position also enforces Tribal Ordinances by issuing citations to those found in violation. This Position also assists in the training and familiarization of new hires with the Tule River Tribe and the Tule River Indian Reservation.

DUTIES & RESPONSIBILITIES:

1. This position conducts patrol and post activities on a designated shift, conducts daily vehicle inspections, and assists Tribal Police officers in handling difficult situations.
 2. This position conducts preliminary field investigations, ongoing and follow-up investigations of non-active "cold crimes" vandalism, graffiti ordinance violations etc.
 3. Responds to law enforcement incidents, when requested by Law Enforcement personnel.
 4. This position writes reports ensuring that they are complete and meet prescribed standards for quality and accuracy, and prepares reports for courtroom testimony.
 5. This position issues citations for violations of Tule River Tribal Council Ordinances.
 6. This position acts as Courtroom Security check in and Bailiff Personnel when assigned.
 7. This position identifies graffiti eradication projects and documents them for future removal.
 8. This position monitors persons assigned to complete work service hours by the Tule River Tribal Court and completes documentation of duties completed by those persons.
 9. This position participates in the wide variety of community relations activity.
 10. Performs special assignments.
 11. Testifies in court at civil and criminal hearings.
 12. Performs all other related duties as required
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QUALIFICATIONS/REQUIREMENTS:

KNOWLEDGE OF:

1. Security principles, practices and techniques related to patrol, traffic control, crime scene control and investigation, protection of property;
2. Principles and practices of work procedures for unit assignment;
3. Investigation techniques and equipment.
4. Rules of evidence regarding search and seizure and the preservation of evidence.

5. Courtroom procedures and techniques for testifying;
6. Applicable laws, codes, ordinances and court decision;
7. Safety practices and equipment related to the work;
8. Computer applications related to the work;
9. Techniques of first aid and CPR;
10. Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed;

SKILL IN:

1. Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places;
2. Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
3. Preparing clear, accurate and grammatically correct reports, records and other written materials;
4. Making sound decisions in emergency situations;
5. Identifying and being responsive to community issues, concerns and needs;
6. Operating the equipment and vehicles of the department in a safe and responsible manner;
7. Coordinating and carrying out special assignments;
8. Entering information in a computer with sufficient speed and accuracy to perform the work;
9. Establishing and maintaining effective working relationships with those contacted in course of the work.

ABILITY TO:

1. Effectively respond to crime prevention and suppression activities.
2. Stabilize crime scenes and other disorderly or dangerous situations using the least inflammatory methods available.
3. Write concise, thorough reports of incidents and investigations for a variety of public users.
4. Make rapid, defensible decisions when instructions or standard procedures conflict with immediate observation.
5. Communicate tactfully and effectively with the full range of persons who may be contacted in the course of performing assigned duties.
6. Follow oral and written directions.
7. Develop and maintain effective working relationships.
8. Operate and maintain in proper operating condition a patrol car and assigned equipment.

EXPERIENCE AND EDUCATION:

A minimum of eight years of experience in Tribal Security Operations or a related field or three years of experience as a sworn law enforcement officer. Additional experience as a sworn officer may be substituted for the education requirement on a year-for year basis to a maximum of one year.

SPECIAL REQUIREMENTS:

1. Possession of valid California Driver's license and be insurable through the tribe's insurance.
2. Must successfully complete a background investigation and pre-employment drug/alcohol screen.
3. PC 832 Laws of Arrest AND PC 832 Firearms

CLASS CHARACTERISTICS:

This is the highest level in the non-sworn non-supervisory Community Service Officer series, the selected personnel for this position will be responsible for assisting the C.S.O. Sergeant on their assigned shift and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include patrol, post and training functions.

WORKING CONDITIONS:

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to hazardous material and all weather conditions

This position reports to:	Community Service Sergeant
Supervises:	None.
Hours:	40+ Hours/Per Week 24/Hour Operation-Flexible Days/Swings/Mids. and Weekends
Salary Range:	Pay Range 45: \$23.71-30.35/HR Paid Bi-Weekly/ Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K).

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473), VETERANS PREFERENCE.