



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Compliance Officer

Open Date:

October 4, 2017

Major Duties & Responsibilities:

The Compliance Officer oversees the social cultural events as permitted by the Spirit Lake Nation and will be functioning as an objective body that reviews and evaluates compliance issues/concerns within the SLN Tribal Historical Preservation Office. The position ensures the individuals seeking permits for various cultural events are in compliance with the rules and regulations of regulatory agencies, that Tribal policies and procedures are being followed, and that behavior within the public meets the SLN THPO Law. The Permits Compliance Office exists within the SLN THPO. As a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution as regulated by the Spirit Lake Nation THPO Law

- Develops, initiates, maintains, and revises policies and procedures for the Spirit Lake Nation THPO Law in direct collaboration with the Spirit Lake Nation Tribal Council and THPO for the general operation of the law and its related activities to prevent illegal, unethical, or improper conduct.
- Develops and periodically reviews and proposes updates to the Rules and Regulations for the SL Nation/THPO law to ensure continuing currency and relevance in providing guidance to public and other external agencies.
- Responds to alleged violations of rules, regulations, policies, procedures, and Spirit Lake Nation THPO law by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
- Monitors, and as necessary, coordinates compliance activities of public events to remain abreast of the status of all compliance activities and to identify trends.
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Provides reports on a regular basis, and as directed or requested, to keep the THPO and Spirit Lake Nation Tribal Council informed of the operation and progress of compliance efforts.
- Ensures proper reporting of violations or potential violation to duly authorized enforcement agencies as appropriate and/or required.
- Manages all monitors including scheduling work dates and transportation of monitor to work stations.
- Develops an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers. Plan para-archeology training to increase monitor pool.
- Monitors the performance of the daily permitted scheduled events and relates activities on a continuing basis, taking appropriate steps to improve effectiveness.

Qualifications, Experience and education required:

- Not on parole or formal or supervised probation
- Free of any convictions for a violent or serious drug crime
- Enrolled in Spirit Lake Tribe
- Veteran
- Able to successfully pass fingerprint & background check, drug test, physical exam and training
- Willing and able to work outdoors in all types of weather and conditions
- Willing and able to respond to survey request with your surveyors and be away from home for two weeks or longer
- Willing and able to participate in the Tribe's education program
- High School Diploma
- Driver License

Job Role:	Enforce Cultural Code	Department	Tribal Historic Preservation Office (THPO)
Classification	Full-Time Regular	Closing Date:	October 18, 2017
Benefits	Yes	Supervision	THPO Director
Hourly Salary Range:	TPD	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritalakelake.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.