

# **Sisseton-Wahpeton Oyate**

## **Job Description**

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**Job Title:** SWO SORO Compliance Monitoring Specialist

**Supervision:** Under the supervision of the SWO SORO Director

**Standard Employment:** 8 a.m. to 4:30 p.m. generally, and on call

**General Description:** It is the duty of the Compliance Monitoring Specialist to assist the Director of the SWO Sex Offender Registry Office on day to day operations in monitoring sex offender living, working, attending school and visiting on the Lake Traverse Reservation. The person selected for this position must be able to represent the SWO Sex Offender Registry Office in a professional and courteous manner.

### **Essential Functions**

1. Ability to work in an environment which deals with high risk sex offenders; and
2. Ability to register sex offenders pursuant to the requirements of the Chapter 75: The Sisseton-Wahpeton Oyate Sex Offender Notification and Registration Code.
3. Ability to travel to residences and make home visits, and/or other areas where sex offenders are living to ensure proper compliance with the SWO Sex Offender Registry Code;
4. Monitor sex offenders' job-related activities and employment, places of residence, school attendance, and visitation on the Lake Traverse Reservation.
5. Ability to register Sex Offenders in the Tribal Access Program for National Crime Information which may include performing background checks to identify individuals who may be required to register as a sex offender.
6. Independently prepares correspondence to registered sex offenders. Prepares violation reports for the tribal court; establishes and maintains sex offender files and records; Routinely enters all sex Offender Registration information into the Virtual File and on the Public Website.
7. Ability to notify outside jurisdictions if a sex offender is non-compliant or has absconded from the SWO Sex Offender Registry Office and Tribal requirements;
8. Assist Law Enforcement in apprehension of non-compliant or absconded sex offenders;
9. Develop relationships with Tribal entities and outside jurisdictions to assure compliance with SWO Sex Offender Registry Code requirements;
10. Maintain a working relationship with Tribal Council, Tribal Law Enforcement, neighboring law enforcement agencies, Tribal Programs and Tribal for – profit entities
11. Other duties assigned by the Director of the SWO Sex Offender Registry Office.

### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

1. Assists in day to day operations of the SWO Sex Offender Registry Office.

## KNOWLEDGE, SKILLS, AND ABILITIES

1. **Considerable knowledge of:** General office management practices and procedures of the Sisseton-Wahpeton Oyate;
2. Tribal and Federal statutes governing sex offender registration;
3. computer operation and programs unique to monitoring sex offender requirements;
4. Various computer applications including word processing, data entry, and spreadsheets;
5. Ability to work with sensitive documents and maintain confidentiality;
6. **Skill in:** writing skills, verbal communication, and research skills.
7. **Ability to:** Maintain cooperative relationships with those contacted in the course of work activities; distill relevant and useful elements from vast amounts of information.

### Qualifications:

1. Degree and/or Experience Requirements:
  - a. Associates Degree or higher in Criminal Justice or related field with previous experience with sex offenders; or
  - b. At least 2 years previous experience with sex offenders.
2. Possess a working knowledge the Sisseton-Wahpeton Oyate Tribal Codes and of all relative tribal, federal, state laws, rules and regulations.
3. Knowledge of the Lake Traverse Reservation and areas.
4. Experience in law enforcement and/or service in military forces is a plus.

### Job Requirements:

1. Pre-employment background check and drug-use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid driver's license.
4. Must be able to travel.

Approved  Date 12/8/22