

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 6/18/2026 Closes 7/1/2026 .

Position Title: COPS Resource Officer

Department:

Immediate Supervisor: Deputy Director

Position Supervised: None

General Statement of the Responsibility:

Under the immediate supervision of the Deputy Director, the Resource Officer for the Community Oriented Policing Services (COPS) grant, will play a pivotal role in implementing community policing initiatives aimed at improving public safety and enhancing police-community relations. The primary responsibility will be to manage the resources allocated through the COPS grant to support community policing efforts within the department or agency by establishing meaningful relationships with the public and proactively interacting with the community. The purpose of the COPS Hiring Program (CHP) program is to advance the practice of community policing through the hire or rehire of additional career law enforcement officers. Funding under this award program will be utilized by local law enforcement agencies to hire and rehire career law enforcement officers necessary to increase the jurisdiction's community policing capacity to prevent and disrupt crime and violence. **(Must be CLEAT certified in the state of Oklahoma)**

Specific Areas of Responsibility:

1. Grant Management
 - Oversee the administration and management of the COPS grant funds.
 - Ensure compliance with all grant requirements, including reporting deadlines and documentation.
2. Resource Allocation:
 - Determine strategic allocation of grant resources based on community needs and department priorities.
 - Collaborate with department heads and community stakeholders to identify areas where grant funds can have the greatest impact.
3. Program Development:
 - Develop and implement community policing programs and initiatives funded by the COPS grant.
 - Coordinate with law enforcement personnel, community organizations, and other stakeholders to design effective crime prevention and public safety strategies.
4. Training and Education:
 - Provide training and educational opportunities for law enforcement officers and community members on community policing principles and practices.
 - Organize workshops, seminars, and outreach events to promote awareness and understanding of community policing strategies.
5. Data Analysis and Evaluation:
 - Collect and analyze data to evaluate the effectiveness of community policing efforts funded by the COPS grant.
 - Prepare reports and presentations summarizing key findings and recommendations for improvement.
6. Community Engagement:
 - Foster positive relationships between law enforcement agencies and the communities they serve.
 - Engage with community members to address concerns, build trust, and encourage collaboration in crime prevention efforts.
7. Collaboration and Partnership:
 - Establish and maintain partnerships with local government agencies, community organizations, and other stakeholders to leverage resources and support for community policing initiatives.
 - Participate in inter-agency task forces and collaborative efforts aimed at addressing complex public safety issues.

Qualifications and Requirements:

- Preferred associate degree in criminal justice, public administration, or a related field.
- High school diploma or equivalent is required.
- Must have a minimum of two (2) years working in law enforcement, community development, or grant management.
- Education and experience will be verified by appropriate school transcripts, references, and previous employers.
- Strong understanding of community policing principles and strategies.
- Excellent public speaking, verbal, and written communication skills
- Ability to work collaboratively with diverse stakeholders.
- Proficiency in data analysis and reporting.
- Familiarity with grant management software and financial systems.
- Commitment to promoting equity, inclusion, and social justice in policing practices.
- Observe strict confidentiality policies regarding all information obtained in course of employment.
- Possess current driver's license and proper insurance.
- Must be Cleet Certified and not have been out of employment as a sworn officer exceeding three (3) years.
- Must successfully meet background investigation/suitability adjudication requirements through the Seneca-Cayuga Nation and the Bureau of Indian Affairs.

WORK ENVIRONMENT:

The Resource Officer for COPS Grant will primarily work in an office environment but may also need to attend community meetings, events, and training sessions. Some evening and weekend work may be required to accommodate community engagement activities and events. Travel within the jurisdiction may be necessary to fulfill job duties.

Tribal/Indian preference will be observed in the filling of this position.