

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: Sex Offender Registration and Notification Act Coordinator (SORNA)

Department: SORNA

Immediate Supervisor: Deputy Director

Position Supervised: None

General Statement of the Responsibility:

Under the supervision of the Deputy Director the SORNA Coordinator will build policy, partnerships and execute reporting requirements that assist the Nation to meet the Adam Walsh Act Implementation Requirements.

Specific Areas of Responsibility:

1. Notify area sex offenders within the Nation reservation area of their lawful requirement to register with the Nation's Sex Offender Registry Office.
2. Maintain records including digital records of the registered sex offenders.
3. Notify the community of any known sex offenders in the area and that offender's compliance with the Adam Walsh Act.
4. Maintain relationships with offender's parole officers to ensure compliance.
5. Write policy for Nation's program and make the continual updates per requirements of the federal law.
6. Completes required travel and training for the grant program.
7. Establishes partnerships with the federal and state levels as well as with neighboring Tribes.
8. Writing multiple MOU's for maintaining accurate records and sharing of offender information in a timely fashion.
9. Federal reporting requirements for Nation Sexual Offender Registration System (TSORS)
10. Appearing in federal or state courts when required.
11. Coordinates and networks with other crime victim advocacy programs.
12. Provide child protective support services.
13. Performs related duties as assigned.

Qualifications and Requirements:

- Degree in Criminal Justice, Psychology, Social Work, or a minimum of two years of experience working with probation /parole work or law enforcement.
- Valid Driver's License.
- Must be willing to work with people convicted of sex crimes against children.
- Knowledge of appropriate Nation, state and local laws relating to sexual assault, sex crimes, human trafficking, and crime victims; legal terminology, court practices and procedures; modern office procedures to include personal computers.
- Ability to: interview offenders and obtain relevant information (including DNA and fingerprints); communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds; establish and maintain effective working relationships with employees and the public.

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