



# QUECHAN INDIAN TRIBE

*Ft. Yuma Indian Reservation*

## HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

## POSITION DESCRIPTION

**Position:** Quechan Police Department – Records Supervisor      **Salary:** \$25.00 Hourly

**Opening:** Monday, April 20, 2026

**Closing:** Friday, May 1, 2026

### **Summary:**

The Quechan Police Department Records Supervisor is responsible for overseeing the daily operations of the Records Division within the Quechan Police Department. This role ensures accurate maintenance, secure storage, and proper dissemination of law enforcement records, including sensitive and confidential information. The Records Supervisor manages staff, ensures compliance with tribal, state, and federal regulations, and facilitates the department's record-keeping systems to support law enforcement activities and public safety.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently and positively with our management, children, parents, coworkers and others by being courteous, conscientious and kind spirited.

### **DUTIES AND RESPONSIBILITIES:**

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Supervise and coordinate the activities of the Records Division staff, including hiring, training, evaluating, and scheduling.
- Organize, process, and maintain police records, reports, and case files, ensuring proper confidentiality and security protocols.
- Maintain, review, and ensure accuracy and security of police reports, records, and files, including electronic databases.
- Implement and enforce record management protocols in compliance with tribal, federal, and state laws.
- Oversee the processing, filing, retrieval, and release of records to authorized personnel or agencies.
- Respond to internal and external records requests, ensuring adherence to applicable privacy and security laws.
- Serve as a liaison with other law enforcement agencies and governmental entities on matters related to records.
- Develop and implement quality control measures for record management and ensure timely reporting to supervisors.
- Input and retrieve data using police department software and databases.
- Respond to records requests from authorized personnel, agencies, and members of the Quechan Tribal

community while adhering to legal and departmental guidelines.

- Prepare reports and compile statistical data as required for internal and external purposes.
- Assist in filing, archiving, and scanning documents to maintain an efficient records management system.
- Verify the accuracy and completeness of documents and data entries.
- Coordinate with law enforcement personnel to ensure records are up to date and in compliance with regulations.
- Provide administrative support, including answering phones, handling inquiries, and distributing correspondence.
- Attend training sessions to stay informed of changes in records management practices and legal requirements.
- Enters, updates, and/or removes the following kinds of information into the Arizona Criminal Justice Information System (ACJIS); missing persons or runaways; stolen, recovered, and/or abandoned vehicles.
- Assists Police Officers in retrieving information from the computer aided dispatch (CAD) system/ACJIS: e.g., a subject's personal information, description, present/last known address, vehicle, and any prior incidents or contacts with Police Officers. Utilizing a computer or written log, documents the time and nature of each call received, which unit(s) responded, the actions taken, and the disposition of the call.
- Responds to inquiries from the public by providing information such as the phone number and local department information appropriate to their request, general information regarding traffic tickets, incidents, and accident reports and the agency responsible.
- Operates the National Crime Information Center (NCIC) computer terminal to enter/request law enforcement information.
- Some clerical work when necessary; monitor's telephone, greets the public, distributes mail and performs other related clerical duties.
- Attend training and conferences when assigned.
- Establish and keep cooperative working relationships with those in contact while fulfilling assigned duties.
- Perform other duties as assigned by the Police Chief or designee.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Maintain confidentiality and handle sensitive information with professionalism.
- Adapt to changing priorities and working effectively under pressure.
- Work independently with minimal supervision while also being a team player.
- Problem-solve and think critically to address administrative challenges.
- Exhibit cultural awareness and respectful communication in a tribal and law enforcement setting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work mandatory overtime as assigned.
- Ability to work under pressure and exercise good judgment.
- Manage basic maintenance, building repairs, cleaning, and other janitorial work.
- Able to work safely with a variety of cleaning supplies.
- Ability to observe and respect Quechan traditional cultural practices.
- Must be culturally sensitive to a diverse population and able to interact tactfully and positively with Tribal members and all levels of staff and management.

#### **QUALIFICATIONS:**

- Must possess a High School Diploma or G.E.D; additional education or certifications in administrative work is a plus.
- Must possess and maintain a valid driver license and be insurable through the Quechan Indian Tribe.

- Must obtain ACJIS, NCIC, Certification within three (3) months of appointment.
- Excellent organizational skills and attention to detail.
- Strong communication skills, both written and verbal.
- Proficiency in computer systems and software, including Microsoft Office, Word, Excel and records management software.
- Ability to work independently and collaboratively in a team environment.
- Prior experience in administrative roles or law enforcement support is desirable.
- Familiarity with tribal government operations and the Quechan community is an advantage.
- Skill in establishing and maintaining effective working relationships with State, Federal and Local Law Enforcement Officers, other staff, and the public.
- Must be a dependable and punctual person that is able to work well under pressure.
- Must complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must be willing to work overtime hours and travel when necessary.
- Must complete and pass a background investigation. This employee will be responsible for the confidentiality of sensitive information.

**BENEFITS AT A GLANCE:**

- Medical, dental and vision to all full-time employees
- 401(K) retirement services
- 401(K) with a 3% company match upon meeting eligibility requirements
- Step program wage increases
- Instructor wage increases
- Nightshift differential
- Basic life insurance
- Supplemental life insurance
- Workers compensation
- AFLAC
- Paid sick leave
- Paid annual leave
- The Quechan Indian Tribe recognizes (16) holidays per year
- Paid time off for bereavement leave and jury duty
- Employee assistance programs
- Tuition reimbursement program up to \$1,000.00
- Uniform and Equipment provided
- Training opportunities

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Rd.

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760)572-2961

**Mailing Address:**

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at:

[hadminassistant@quechantribe.com](mailto:hadminassistant@quechantribe.com)

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.