



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

CONSERVATION OFFICER

Position Description

Opens: March 17, 2026 Closes: March 30, 2026			
Department:	Natural Resources	Reports to (title):	Natural Resources Director
Job Code:	N-10	Job Location:	Bois Forte Tribal Government-Nett Lake, MN
Pay Range:	Min: \$18.03 Mid: \$22.54 Max: \$27.04	Supervises:	No
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	03/16/2026
Indian Child Protection Background:	Yes	Revised Date:	03/16/2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Conservation Officer will enforce the Bois Forte Conservation Code and relevant natural resource program ordinances in order to protect the Bois Forte Reservation's natural resources and environment. The incumbent ensures safety, security, and the protection of life and property and of Bois Forte's natural resources, fish, and wildlife through enforcement of wildlife grazing, forest/wood management, trespass, environmental, and order codes, ordinances, and regulations.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Patrol within the boundaries of Bois Forte to enforce range, fish, wildlife, grazing, forest/wood management and all applicable laws, codes, and ordinances.
2. Enforce the Bois Forte Conservation code including, but not limited to, game laws, trapping, fishing laws, gathering, solid waste code, animal ordinance regulations, wild rice harvesting, and all trespassing violations as defined in Bois Forte Conservation Law, codes, and polices within the boundaries, and other codes or ordinances enacted by the Bois Forte Reservation Tribal Government.
3. Protect and enhance all natural resources within the boundaries of the Bois Forte Reservation.
4. Complete and submit written monthly reports to the Natural Resources Director.
5. Maintain a running daily activity logbook, including the purchase of gas and oil, miles driven and any maintenance of their assigned vehicle.
6. Operate mechanical equipment.

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7. Ensure proper maintenance and upkeep of all vehicles assigned to officer including, but not limited to, trucks, snowmobiles, ATV's trailers, canoes, and other items assigned to the officer.
8. Establish a working relationship with other agencies in the enforcement and effective application of the Tribe's Conservation Code.
9. Conduct and assist others with surveys of fish and wildlife and maintain accurate records of these activities.
10. Conduct routine patrols and inspections of vehicles within the Reservation's exterior boundaries.
11. Respond to calls for assistance of special circumstances (i.e., assisting other law enforcement officers, responding to emergency calls, etc.), as required.
12. Assist with any emergency as stated in the Emergency Management plan.
13. Facilitate harvest management activities; prepare materials prior to fall hunting seasons, issue licenses, register animals.
14. Pursue routine training workshops offered on an ongoing basis in wildlife management, Conservation Management, and Conservation Law Enforcement as a continuing education and career growth initiative.
15. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
16. Perform other job-related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Direct experience in law enforcement or 5-8 years' work environment assisting Conservation Officers to perform assigned duties. |
| Education: | <ul style="list-style-type: none">• High school diploma or equivalent GED. |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid Minnesota driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.• Must become certified in Basic First Aid/CPR/AED within a six-month time period after initial hire.• Must attend and be able to pass a physical efficiency batter (PEB) test conducted at Bois Forte by law enforcement personnel in order to interview. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Must be a Bois Forte resident or willing to relocate to and live for a minimum time period of one (1) year within the Bois Forte Reservation prior to becoming eligible to apply for the position.• Must be in good physical condition as demonstrated by PEB.• Knowledgeable of the Bois Forte Reservation Road systems and trails, wildlife and habitat, outdoor living, woodsmanship, and firearms.• Knowledge of traditional forms of government and Tribal customs and traditions.• Knowledge of the functions and structure of the Bois Forte Tribe.• Knowledge of applicable Federal, State, County and local laws, regulations, and requirements.• Ability to communicate effectively in the English language verbally, in writing, and electronically.• Must possess basic computer knowledge and be capable and willing to learn use of GPS equipment and law enforcement communication software and equipment.• Knowledge of the Tribe's fish, wildlife and their habitats, resource management, and Conservation Code. Must have a working understanding of the Tribal and Federal laws and regulations affecting wildlife management to properly enforce the regulations.• Minimum age of 21 years.• Satisfactory completion of all training required by the Bois Forte Conservation Department. |

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- Ability to interact professionally with RTC, the Bois Forte Tribal Court, Bois Forte legal services personnel, 1854 Treaty Office personnel, other law enforcement offices and with the Bois Forte public.
- Ability to rapidly analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict timelines.
- Ability to make rapid solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to travel when necessary.
- Must have no felony convictions at any time.
- Required to successfully complete the BIA Indian Police Academy within one year of employment or the next available class that is scheduled.
- Willing to sign a 3-year contract to stay with the department after completion of BIA Indian Police Academy certification training.
- Must concur and participate in periodic (6-month interval) drug testing.
- Subject to call at any given time, day, or night, and on weekends and holidays.
- Knowledge and maintenance of firearms. Annual or B9-annual qualify.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Develop computer-related problem-solving skills using available training and IT help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software, administration software, and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Basic Firearm Safety Training required. Must be obtained within six (6) months of initial hire.

WORK ENVIRONMENT

Work environment:	<p>Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.</p> <p>Outdoor conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.</p>
Physical demands:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.</p>
Mental demands:	<p>There are a number of demands associated with this position. The employee must be able to handle frequent interruptions, must possibility to multi-task and must interact with a wider variety of people on various and sometimes stressful situations on confront mental issues.</p>

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TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

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| Confidentiality: | All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination. |
| Background Investigation | This position may be subject to a criminal history background check, a suitability background check and/or a fair credit reporting act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position. |
| Drug Screening: | All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing. |

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781. hrgeneralist@boisforte-nsn.gov. Applications received after the closing date will not be accepted.