THE NAVajo NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:  DNR06216930
POSITION NO:  241694
POSITION TITLE:  Security Guard

DEPARTMENT NAME / WORKSITE:  Department of Agriculture-Navajo Nation Fair Office / Window Rock, Arizona

WORK DAYS:  Friday-Sunday
REGULAR FULL TIME:  
GRADE/STEP:  AR56A

NO. OF HRS./WK.:  $ 21,320.00  PER ANNUM
$ 10.25  PER HOUR

SENSITIVE  
SEASONAL:  
PART TIME:  
DURATION :  01/07/19 to 9/30/19
TEMPORARY:  

WORK HOURS:  6:00 pm - 6:00 am

DUTIES AND RESPONSIBILITIES:
Provides security and watchman duties in patrolling, observing and maintaining watch over assigned facilities, equipment, materials, supplies and vehicles; inspects, examines and checks locks, doors, windows, enclosures, fences, and gates to ensure each is secure; safeguards against theft, vandalism, fire, illegal entry/activity or misuse of equipment and facilities; provides safe environment during evenings, weekends and during irregular hours; reports deficiencies to proper authorities; admits authorized personnel into building/facilities after working hours; may be required to prepare and submit reports; makes minor emergency repairs; performs custodial duties as needed

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma/GED.

Special Requirements:
• Possess a valid state driver’s license.

<<A favorable background investigation>>
(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
knowledge of common fire hazards and prevention; knowledge of automated security system operations; knowledge of fire alarm systems; knowledge of emergency communication systems; skill in reading and writing English language; skill in observing activities in and around the work environment; exceptional skill in maintaining constant vigilance while on duty; skill in establishing and maintaining effective working relationships

THE NAVajo NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVajo PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.