

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00211827
POSITION NO: 237003
POSITION TITLE: _____

DATE POSTED: 04/18/16
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Office of the President and Vice President Executive Protection Services / Window Rock, AZ
WORK DAYS: Split-Shift REGULAR FULL TIME: GRADE/STEP: AB65A
WORK HOURS: Split-Shift PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 21.18 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Executive Protection Agent will provide for the welfare, physical protection, and security of the Navajo Nation President and Vice President "Principals" by performing executive protection assignments, as required. Provide close protection and other security functions for the Principal(s); Travel to domestic locations with the Principal(s) to perform executive protection assignments; Immediately responds to emergencies to ensure the safety of the Principal(s); Deescalate tense situations or individuals that arise at the Office of the President and Vice President, resident or events; Write detailed incident reports following any incident, occurrence, variance that warrants documentation; Communicates vulnerabilities or safety concerns in a timely manner; Works closely with local law enforcement agencies when needed; Maintains composure in dealing with authorities, executives, Principal(s), staff and the public occasionally under conditions of urgency in pressure situations; Safeguards and maintain highly sensitive and confidential information; Ability to handle multiple tasks concurrently; Exposure to stressful situations, such as challenging individuals who are in or approaching an unauthorized area; Rapid and effective decision-making during unusual or emergency situations; Work in environments and under conditions that require carrying weapons and ammunition, the use of protective gear and devices, and awareness of personal safety and safety of others; searches suspects for weapons or evidence; Prevents intentional and unintentional injury to the President and Vice President, including immediate family members and visiting dignitaries; Prevents kidnapping and assassination attempts against the Principal(s); Provides first aid and treatment, including safe transport to the nearest medical facility in the event of emergency.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A highschool diploma or GED; and three (3) years Police Officer, Criminal Investigator, Ranger or military police experience.

Preferred Qualifications:

- An Associate's degree in Criminal Justice or related field.
- Four (4) years Police Officer, Criminal Investigator, Ranger or military police experience.
- Possess a Special Law Enforcement Commission (SLEC)

Special Requirements:

- A favorable background investigation.
- Possess current Arizona or New Mexico Peace Officer Standards and Training (POST) certification or Equivalent out of state certification.
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Successful completion of job related testing.
- Must be in compliance with Federal Domestic Violence Act.

(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 in the following areas: principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipments and automobiles used in law enforcement. Skill in the following areas: in analyzing situations quickly and objectively to determine the proper course of action; maintaining calm during emergencies; the use of assigned weapons; and establishing and maintaining effective working relationships. Ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessarily; to enforce laws tactfully, firmly and impartially; to prepare tactical reports and correspondences; and ability to make community presentations, crime prevention activities, gang awareness, and implementing the Community Oriented Policing concept.

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

Revised: 02/26/2014