THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05815544
DATE POSTED: 05/31/18
POSITION NO: 244073
CLOSING DATE: 06/13/18
POSITION TITLE: SECURITY GUARD (3 Positions)
DEPARTMENT NAME / WORKSITE: DNR/PARKS AND RECREATION DEPARTMENT/MONUMENT VALLEY, AZ
WORK DAYS: VARIES
WORK HOURS: VARIES
SENSITIVE ☑
NON-SENSITIVE ☐
REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☑
TEMPORARY: ☐
DURATION :
GRADE/STEP:
$ 20,800.00 PER ANNUM
$ 10.00 PER HOUR

DUTIES AND RESPONSIBILITIES:
Patrol, observe and maintain watch over Tribal Park and Recreation Facilities, equipment, materials and supplies; report any deficiencies or damages to Park Manager for repairs and renovation; complete incidents reports for any damages, theft or break in; provide escort for transfer of fee collected daily; disseminate information on tribal parks and recreation areas, safety information on facilities, sites and hiking trails and tours to visitors and general public; assist in making minor repairs and performs custodial duties when necessary; perimeter check on facilities, to make sure doors, windows and gates are lock and secured at the end of each business day; responsible for keys, materials, supplies, equipment and facilities; maintain and authorize entry to facilities during irregular hours; assist NPRD Enforcement when needed

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma or 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 operating capabilities. Knowledge of fire alarm system. Knowledge of emergency communication systems. Skill in reading and writing of the English language. Skill in detecting malfunctions in building equipment and other hazards. Skill in observing activities going on around one's work area. 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.