

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR15123937

DATE POSTED: 06/06/22

POSITION NO: 244132

CLOSING DATE: 06/24/2022 By 5PM

POSITION TITLE: Security Guard

DEPARTMENT NAME / WORKSITE: Department of Child Support Services/Tuba City, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BQ56A

WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 23,155.92 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 11.09 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Periodically patrols buildings and grounds; maintain a visible presence; monitor surveillance equipment; inspect buildings, equipment(s) and access points; permitting and/or denying entry; maintaining and monitoring smoke alarm, fire extinguisher; conduct fire evacuation drills prevent losses and damage by reporting criminal activities; maintain Daily Activity Report (DAR); submit reports as required; monitor daily sign-in/sign-out log, informing violators of policy and procedures; restraining trespassers; interviewing witnesses; obtaining signature. Ensure operation of equipment, complete preventative maintenance, call in repairs as needed; attend staff meetings, conferences and/or trainings; ensure the security, safety and well-being of all personnel, visitors and the premises; provide excellent customer services; adhere to all department's operating standards; remain in compliance with local, state and federal regulations; to respond and provide emergency assistance to employees, customers, and the general public within the boundaries of the work environment; follow simple/complex instructions, performs other duties as assigned.

**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:** Fire hazard and prevention, security system operating capabilities, fire alarm system, emergency communication systems; Federal, State and Navajo Nation Regulations policies and procedures. **Skills in:** Understanding and following oral, written instructions, and direction; detecting malfunction in building equipment and other hazards; observing activities going on around one's work area; maintaining constant vigilance while on duty; establishing and maintaining effective work relationship and professionalism; **Abilities:** Able to understand and communicate in both Navajo and English.

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