

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

REQUISITION NO: DPS14923912

DATE POSTED: 06/06/22

POSITION NO: 243729

CLOSING DATE: 06/24/2022 by 5 pm

POSITION TITLE: Corrections Officer

DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections - Chinle Detention Facility / Chinle, AZ

WORK DAYS: Split Shift REGULAR FULL TIME:  GRADE/STEP: BQ63A

WORK HOURS: Split Shift PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,488.56 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 19.87 PER HOUR

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

**DUTIES AND RESPONSIBILITIES:**

Perform duties involving the care and custody of prisoners/inmates by receiving, booking, classifying, detaining, incarcerating, and guarding of prisoners/inmates to prevent disturbances and escapes on a daily basis; guard, directs and supervises inmates during work detail or court appearances; Conducts searches of prisoners/inmates and living quarters for contraband and weapons; monitors inmates during meal times, programs and other assignments; patrols assigned areas for welfare checks and to prevent questionable activities, infractions of rules and unsatisfactory attitudes of adjustments of inmates; may employ weapons (baton, OC Spray, etc.) or use of force to maintain discipline, harmony and order among prisoners/inmates if necessary; Maintains records, supplies, materials, equipment, and facilities; Conducts transports of prisoners/inmates along with personal belongings or property; handles and corrects immediate problems and emergencies in jail; maintains jail visitation hours; prepares, submits, and maintains daily logs, activity reports and other required reports / documents; attends staff and other meetings; attends training; release prisoners/inmate as required; and may prepare and/or assist in preparation of meals for inmates and dispense medications.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High School diploma or GED; and one (1) year experience working in a Corrections/Detention Facility or as a security guard.

**Special Requirements:**

- A favorable background investigation; and no dishonorable military discharge.
- Possess a Valid State Driver's License.
- Successful completion of drug screening, physical agility test and physical examination.

***(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 Federal, State and Navajo Nation laws, regulations and policies governing incarceration; of the method, practices and procedures used in the care and custody of inmates; of methods and techniques for maintaining control over inmates; and of CPR and First Aid. Skill in maintaining composure under stressful or dangerous conditions; In maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions; and to remain alert at all times and to react quickly in an emergency situation.

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