

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

REQUISITION NO:A2:	<u>DPS14915650</u>	DATE POSTED:	<u>06/14/18</u>		
POSITION NO:	<u>243614</u>	CLOSING DATE:	<u>07/27/18</u>		
POSITION TITLE:	<u>Corrections Officer Trainee</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDPS / Department of Corrections / Shiprock, NM</u>				
WORK DAYS:	<u>Split Shift</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A161A</u>
WORK HOURS:	<u>Split Shift</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 31,948.80 PER ANNUM</u>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION	<u>\$ 15.36 PER HOUR</u>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Duties involving on-the-job training in 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; Incumbent will be trained to guard, direct and supervise inmates during work detail or court appearances; Learn proper procedures in conducting searches of prisoners / inmates including living quarters for contraband and weapons; monitoring inmates during meal times, programs and other assignments alongside a field training officer; patrols assigned areas to understand crucial knowledge of welfare checks and to prevent questionable activities, infractions of rules and unsatisfactory attitudes of adjustments of inmates; Trained in proper use and employing weapons (baton, OC Spray, etc.) or use of force to maintain discipline, harmony and order among prisoners / inmates if necessary; Develop knowledge in maintaining 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:**

- High School diploma or GED.

**Special Requirements:**

- Possess a valid state driver's license.
- United States citizenship required; and must be nineteen (19) years of age.
- A favorable background investigation; successful completion of a 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 the Navajo culture and tradition; Skill in analytical, objective observance of situations and quick decision making; Skill in managing situations firmly, courteously, tactfully and impartially; Skill in recording information accurately and completely; Ability to understand and follow oral and written instructions; Ability to meet the physical demands of corrections/detention work.

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