

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR15124053
POSITION NO: 244129
POSITION TITLE: _____

DATE POSTED: 06/14/22
CLOSING DATE: 06/27/2022 by 5pm

DEPARTMENT NAME / WORKSITE: Department of Child Support Services/Shiprock, NM

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| WORK DAYS: <u>Monday - Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BQ56A</u> |
| WORK HOURS: <u>8 AM - 5 PM</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ \$ <u>23,155.92</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | DURATION : _____ \$ <u>11.09</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | _____ |

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 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: 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.