THE NAVAJO NATION
Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS14924134
DATE POSTED: 06/24/22
POSITION NO: 243615/243616
CLOSING DATE: 07/22/2022 by 5pm
POSITION TITLE: Corrections Officer Trainee (2 Positions)

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

WORK DAYS: Split Shift
WORK HOURS: Split Shift
SENSITIVE: Yes
NON-SENSITIVE: No

REGULAR FULL TIME: Yes
PART TIME: No
NO. OF HRS./WK.: 35

GRADE/STEP: BQ61A

PER ANNUM: $35,558.64

PER HOUR: $17.03

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.

<<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 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.