

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

REQUISITION NO: DPS14915718 DATE POSTED: 06/28/18  
POSITION NO: 946339 CLOSING DATE: 07/12/18  
POSITION TITLE: Corrections Officer (3 Positions)  
DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections / Shiprock, NM  
WORK DAYS: Split Shift REGULAR FULL TIME:  GRADE/STEP: AI63A  
WORK HOURS: Split Shift PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 37,627.20 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \$ 18.09 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:**

- High School diploma or GED; and one (1) year of work experience as a corrections/detention office 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.***