THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DPS14912195**	**IN HOUSE**		DATE POSTED:	**07/05/16**
POSITION NO:	**243817**			CLOSING DATE:	**07/18/16**
POSITION TITLE:	**Corrections Lieutenant (S)**				
DEPARTMENT NAME / WORKSITE:	**NDPS / Department of Corrections / Tuba City, AZ**				
WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	AB65A
WORK HOURS:	8AM-5PM	PART TIME:	☐ NO. OF HRS./WK.:	$ 44,054.40	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 21.18	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Perform managerial duties to supervise and oversee the operations of a Corrections facility that provided safety, security and services to inmates provided programs and ensuring humane living conditions. Incumbent will ensure and enforce proper operations based on written policies and procedures for assigned staff including disciplinary procedures, implement training, recruitment and selection. Conduct performance appraisals and monitor work ethics. Submit monthly and quarterly reports prior to deadlines, develop and monitor budget and expenditures. Prepares shift schedules and assignments and conducts quarterly staff inspections, provides briefing and resolves issues including maintaining sufficient supplies, linens, uniformity, and materials as needed. Monitor various operations of the facility such as booking, classifications, visitation, inmate supervision, and releasing of prisoners. Incumbent will address and handle directly any information received from staff and inmates, attend meetings, trainings, and/or in-service training, supervise fire drills, lock downs and searches, and shake downs. Manage preventive plans and disorder management, crisis or suicidal interventions, and transportations to needed areas for inmates.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• An Associate's degree in Criminal Justice, Psychology, Sociology or related field; and five (5) years of work experience managing a corrections/detention facility or as a lead corrections/detention officer.

Special Requirements:

• A favorable background investigation; **(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)**and no dishonorable military discharge.

• Successful completion of drug screening, physical agility test and physical examination prior to date of hire.

• Possess a BIA Basic Corrections Officer Training, a General Instructor's Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate.

• Possess a valid state driver's license.

(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; Knowledge of supervisory principles and practices, leadership and training. Knowledge of modern principles and practices in correctional administration and criminology, including the principles and procedures of inmate classification, assignment and transfer. Knowledge of methods and techniques of self-defense and use of weapons and related defense/control equipment and language used by inmates; Knowledge of methods, techniques and practicies of paraprofessional counseling for inmates; Knowledge of principles and applications of effective budget preparation and control, personnel management, supervision, public and business management; Skill in interpreting federal, state and Navajo Nation laws, regulations, policies and procedures governing incarceration. Skill in interpreting federal, state and Navajo Nation laws regulations , policies and procedures governing incarceration Shill in maintaining composure under stressful or dangerous conditions. Skill in providing paraprofessional cousneling and crisis inervention with inmates, Skill in providing training for staff in the proper methods of security, use of force, paraprofessional counselling and crisis intervention and basic first aid measures; Skill in establishing maintaining effective working relationships. Skill in verbal and written communication; Ability to plan, organization, evaluate and coordinate a multidisciplinary program. Ability to use an dapply effectively the required technical knowledge; analyze situations accurately and take effective action.Ability to supervise, train and motivate staff to achieve maximum effectiveness. Ability to communication both verbally and in writing so instructions can be clearly understood and carried out in emergency situations

<<A favorable background investigation is required>>

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