THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS14921894			DATE POSTED:	10/05/21
POSITION NO:	241624			CLOSING DATE:	10/18/2021 by 5pm
POSITION TITLE:	Corrections Officer (3 Positions)				
DEPARTMENT NAME / WORKSITE:	NDPS / Department of Corrections - Tuba City Detention Facility / Tuba City, AZ				
WORK DAYS:	Split Shift	REGULAR FULL TIME:	☑	GRADE/STEP:	BQ63A
WORK HOURS:	Split Shift	PART TIME:	☐ NO. OF HRS./WK.:	$ 41,488.56	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐ DURATION :	$ 19.87	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:

- A High School diploma or GED; and one (1) year experience working in a Corrections/Detention Facility 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.