

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

REQUISITION NO:+/ DPS14914599 DATE POSTED: 11/02/17  
POSITION NO: 242925 CLOSING DATE: OUF  
POSITION TITLE: Corrections Officer (2 Positions)  
DEPARTMENT NAME / WORKSITE: DPS / Department of Corrections / Crownpoint, NM  
WORK DAYS: Split-Shift REGULAR FULL TIME:  GRADE/STEP: AI61A  
WORK HOURS: Split-Shift PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 31,948.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 15.36 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Performs duties involving the care and custody of prisoners/inmates by receiving, booking, detaining, incarcerating, and guarding of prisoners/inmates in accordance with established policies, procedures, and regulations; observes conduct and behavior of prisoners/inmates to prevent disturbances and escapes; guards, directs, and supervises inmates during work detail; monitors inmates during meal times and other assignments; patrols assigned areas to prevent questionable activities, infractions of rules and unsatisfactory attitudes of adjustments of inmates; may employ weapons (baton, OC Spray, etc.) or force to maintain discipline, harmony, and order among prisoners/inmates if necessary; maintains records, supplies, materials, equipment, and facilities, transports prisoners/inmates personal belongings or property; handles and corrects immediate problems and emergencies in jail; maintains jail visiting hours; prepares, submits and maintains daily logs, activity reports and other required reports/documents; attends staff and other meetings; attends trainings; release prisoners/inmate as required; and may prepare and/or assist in preparation of meals for inmates.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and one (1) year experience working in a correctional/detention facility or as a security guard.

**Special Requirements:**

- A favorable background investigation; and no dishonorably 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.**