

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR15114721

DATE POSTED: 12/05/17

POSITION NO: 244131

CLOSING DATE: 12/18/17

POSITION TITLE: Security Guard

DEPARTMENT NAME / WORKSITE: DHR - Department of Child Support Services - Crownpoint, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A156A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 20,800.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 10.00 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Monitoring and observing daily customer traffic, ground patrol, observation of external and internal activities of the office. An overview of the office. An overview of the Personnel Policies Manual, Travel Policies, Confidentiality, Safeguarding measurements and discussion about working with difficult people will be requires. On a daily basis is to provide security to the staff and customers. In collaboration with the local correctional facility, train in Defensive Tactics Training, CPR & First Aid Training will be provided including details of what is expected such as foot patrol of the previses internally and externally. Call Police or Fire Department in case of emergency, may patrol parking lot on foot or in vehicles. May provide first aid or assist and alert first responders. Maintain a daily log of all activities and incident reports; writes reports of daily activity such as property damage, unauthorized entrance, or unusual occurrences. Provide security services throughout the child support facility and grounds. Securing the office/building, staff and customers and maintaining a safe environment. Receiving customers using a sign-in and sign-out method daily. Maintaining and monitoring, smoke alarms and Fire Extinguishers; Conducting Fire Alarm and Evacuation Drills with minor building maintenance. Recertification of Security Guard Training, Defensive Tactics and CPR & First Aid; Securing all entrance keys to the building including fenced entries. Will be working with a security system upon availability.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- Possess a valid state driver's license.
- 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: Computer programming, Federal, State and Navajo Nation Regulations policies and procedures. Skills in: understanding and following oral / written, instruction / direction; utilized computer databases to research, maintain abd update records and files; establishing / cooperative working relationship with resources in the course of work at all times maintain professionalism. Abilities: Able to understand and communication in (Navajo/English).

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