

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

REQUISITION NO:	<u>DPS14916763</u>	DATE POSTED:	<u>12/17/18</u>
POSITION NO:	<u>942005</u>	CLOSING DATE:	<u>01/30/19</u>
POSITION TITLE:	<u>Corrections Officer (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>NDPS / Department of Corrections / Chinle, AZ</u>		
WORK DAYS:	<u>Split Shift</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>Split Shift</u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	<u>                    </u>
NON-SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
		DURATION :	<u>                    </u>
		TEMPORARY:	<input type="checkbox"/>
			<u>                    </u>

**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.***