

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1498372

DATE POSTED: 12/30/13

POSITION NO: 241622

CLOSING DATE: 01/13/14

POSITION TITLE: CORRECTIONS OFFICER

DEPARTMENT NAME / WORKSITE: Department of Corrections/Tuba City, Az

WORK DAYS: Split-Shift REGULAR FULL TIME: GRADE/STEP: Y61A

WORK HOURS: Split-Shift PART TIME: NO. OF HRS./WK.: 40 \$ 30,264.00 PER ANNUM

SEASONAL: Duration: _____ \$ 14.55 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs various duties regarding the intake, care, supervision, and custody of youth in a correctional facility. Books into custody, detains, incarcerates and guards detainees and residents in accordance with established policies and procedures. Conduct initial assessments. Participates in searches, lockdowns, and other security measures. Restrains residents as needed. Perform periodic checks of resident's living quarters and common areas. Supervise and escort assigned residents. Transport residents to courts, prosecutors, hospitals, educational facilities, and other places as necessary. Maintain records and files of residents and detainees. Prepare required reports. Provide orientation of new residents. Distribute and supervise intake of medication as required by medical prescription. Administer first aid and CPR as needed. Verifies documentation for completeness and accuracy before releasing residents and detainees. Attend required meetings, training, workshops, seminars, and conferences, in order to maintain certifications. Work requires walking, running, lifting, and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable, and life threatening situations can occur.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A High School Diploma or GED; and one (1) year experience working in a corrections/detention facility or as a security guard; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(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 Aide. 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.

Special Requirements:

Must possess a valid State Driver's license; and successful completion of a background, drug screening, physical agility test and physical examination prior to date of hire. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a Food Handler's Permit. Within one (1) year of date must complete the BIA Basic Corrections Officer Training. Additional certification or trainings may be required.

VETERANS' PREFERENCE APPLIES

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