THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DPS14911263	DATE POSTED:	01/19/16
POSITION NO:	243657	CLOSING DATE:	02/01/16
POSITION TITLE:	Corrections Officer		
DEPARTMENT NAME / WORKSITE:	DPS / Department of Corrections - Adult / Crownpoint, NM		

WORK DAYS:	Split-Shift	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	Split-Shift	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 14.99	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 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 correctional/detention facility or as a security guard.

Preferred Qualifications:

- Some college credits in criminal justice or related field.

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.