THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05811429**	DATE POSTED:	02/08/16
POSITION NO:	203881	CLOSING DATE:	02/22/16
POSITION TITLE:	Security Guard (1 Temporary Position)		
DEPARTMENT NAME / WORKSITE:	Navajo Parks and Recreation / Monument Valley Navajo Tribal Park / Monument Valley, AZ		

WORK DAYS:	5 days/week	REGULAR FULL TIME:	☐		GRADE/STEP:	AB56A
WORK HOURS:	40 hours	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☑	6 Months		

DUTIES AND RESPONSIBILITIES:

Under general direction, performs security work of routine difficulty; performs related work as assigned. Performs security and watchman duties to making sure all premises are secured and locked. Observing and maintaining all faculties, equipment, materials, and supplies, inspects and checks locks, doors, windows, enclosures, fences, and gates to ensure that they are secured against theft, vandalism, fire and illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities; detects and reports; deficiencies. Operates communication equipment to report emergencies, vandalism, irregular or unauthorized activates and serious violations and threat to the security of the assigned area; admits authorized workers into building/facilities after working hours; maintains keys, equipment, facilities, materials and supplies; may be required to prepare and submit reports; observes safety regulations. Makes minor emergency repairs; performs custodial duties as needed; repairs electrical outlets and lighting fixtures on interior/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, providing information pertaining to assigned facilities, may give tours of assigned facilities to visitors, schools and civic organizations; and performs other related duties as assigned or required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School diploma or GED

Preferred Qualifications:

- One (1) year experience in responsible building maintenance and security work.

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 common fire hazards and prevention, knowledge of automated security system operating capabilities, knowledge of fire alarm systems, knowledge of emergency communication systems. Skills in reading and writing of the English language, Skill in detecting malfunctions in building equipment and other hazards, Skill in observing activates going on around one's work area, Skill in maintaining constant vigilance while on duty, Skill in establishing and maintaining effective working relationships.

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