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

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| REQUISITION NO: | DPS14910284 | DATE POSTED: | 06/15/15 |
| POSITION NO: | 942054 | CLOSING DATE: | 06/26/15 |
| POSITION TITLE: | **Corrections Officer** | | |
| DEPARTMENT NAME / WORKSITE: | DPS / Department of Corrections / Kayenta, AZ | | |

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| 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.

**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.***