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

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| REQUISITION NO: | **DPS14912309** | DATE POSTED: | **08/08/16** |
| POSITION NO: | **243707** | CLOSING DATE: | **08/22/16** |
| POSITION TITLE: | **Corrections Officer (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **DPS/Department of Corrections/Kayenta, AZ** | | |
| WORK DAYS: | **Split - Shift** | GRADE/STEP: | **AB61A** |
| WORK HOURS: | **Split - Shift** | $ **31,179.20** | PER ANNUM |
| | | $ **14.99** | PER HOUR |

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐
DURATION :

**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.

**Special Requirements:**

• A favorable background investigation and no dishonorable military discharge. **(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)**

• 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:**

***<<A favorable background investigation is required>>***

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