

JOB ANNOUNCEMENT

POSITION: Lead Security Officer
DIVISION: Projects
SUPERVISOR: Projects Coordinator
GRADE: 17-18; \$17.01-17.86 (DOE)
CLASSIFICATION: NON-EXEMPT
LOCATION: Owyhee, Nevada

OPENS: March 14, 2019

CLOSES: March 28, 2019

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute
Tribes' Resolution No. 95-SPR-135**

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering service to

the community. This individual works in hazardous environments (Machinery, electricity, chemicals, etc.).

JOB SUMMARY: The following list is required as part of the job description, so compliance by the incumbent is mandatory. Provide excellent customer service; ensure the safety and protection of all Shoshone Paiute Tribes facilities, visitors, employees, property and assets.

RESPONSIBILITIES:

- Supervise the patrolling of security to (on foot/vehicle) designated areas to present a deterring effect; theft, violence, infractions of Tribal procedures or policies, regulations and safety rules.
- Coordinate response to all security calls. Operate communication equipment properly, safely and according to the Tribal Policy and Procedure.
- Respond to Request for Security personnel or direct a Security Officer, in a timely manner:
- Perform visitor identification checks; provide assistance, directions, and answer questions as needed in a professional courteous manner.
- Provide comfort and initiate medical response to ill or injured persons within Tribal guidelines.
- Exclude and/or Apprehend violators according to established guidelines, as directed by Superiors.
- Dispatch Security personnel and/or outside emergency action procedures, and instruct and demonstrate to subordinates in the proper way of handling situations as they arise.
- Verify that all Security Department Paperwork in a timely and efficient manner.
- Communicate effectively with all levels of the Tribe and visitors. Oversee and ensure that work in a safe manner and always maintain a safe environment for fellow employees and visitors alike.
- Immediately report unsafe conditions and employee or visitor accidents to a supervisor or Human Resource.
- Ensure that a positive and professional image is maintained at all times when performing duties or presenting the Tribe and encourage others to do the same.
- Patrol all Shoshone Paiute Tribal facilities and operations.
- Assign duties and responsibilities as required to make sure all departments and buildings are covered and patrolled in a systematic and regularly in a varying time schedule.
- Must project a professional appearance and attitude on a daily basis; must be able to communicate in an effective manner with subordinates, employees and the public.
- Other duties as assigned

PHYSICAL DEMAND:

- Must be able to walk long distances in difficult terrain.
- Must be physically fit as required for certain types of rigorous fieldwork
- Must be able to work in various types of weather, including ice and snow.

MINIMUM QUALIFICATIONS

1. Must have skills in operating a computer and able to type difficult and complex material and to access a variety of required reports.
2. Must have a valid Idaho or Nevada Driver's License.
3. Must be a high school graduate or possess GED equivalent.
4. Prior Law Enforcement, Military, Security or any relevant work experience, is essential and pass a background investigation.
5. Must have knowledge of the Shoshone-Paiute Tribes' Tribal programs.