

JOB ANNOUNCEMENT

POSITION: Security Officer

DIVISION: Projects

SUPERVISOR: Lead Security Officer/Airport Manager

PAY RATE: \$17.94-\$19.75 per hour (Grade 14-16, Step 01)

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: October 15, 2025

CLOSES: November 17, 2025

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.

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 suspicionless (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).

SPECIFIC RESPONSIBILITIES OF THE POSITION:

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.

Key Responsibilities:

General Security Duties:

- Patrol designated areas on foot or in a vehicle to prevent theft, violence, and violations of Tribal policies, regulations, and safety procedures.
- Respond promptly and professionally to all security-related calls.
- Operate communication equipment safely and according to Tribal Policy and Procedures.
- Respond to alarms in a timely and efficient manner.
- Conduct visitor identification checks and ensure only authorized individuals are on Tribal premises.
- Provide Aid, directions, and answer inquiries in a professional and courteous manner.
- Offer comfort and initiate medical response for ill or injured persons, within Tribal guidelines.
- Exclude and/or apprehend violators according to established policies and procedures.
- Dispatch Tribal Police personnel and initiate outside emergency procedures as necessary.
- Complete all required Security Department paperwork accurately and promptly.
- Maintain effective communication with all levels of Tribal staff and visitors.
- Demonstrate regular, predictable attendance and punctuality.

- Perform work duties safely and maintain a secure environment for employees and visitors.
- Immediately report unsafe conditions, employee injuries, or visitor accidents to a supervisor or Human Resources.
- Uphold a professional appearance and demeanor at all times while representing the Tribe.
- Patrol all Shoshone-Paiute Tribal facilities and operations.
- Operate a computer workstation to type complex material and access reports.
- Attend criminal and civil court days at Tribal Court on a bi-weekly basis.
- Screen all court visitors and enforce courtroom rules and policies to ensure a safe and orderly environment during court proceedings.
- Other duties and responsibilities as assigned.

School-Specific Responsibilities – Owyhee Combined School:

- Monitor and patrol school grounds during school hours, extracurricular events, and special programs to ensure the safety of students, staff, and visitors.
- Control access to the school by screening all visitors, ensuring adherence to sign-in procedures and identification requirements.
- Assist school staff with conflict resolution and de-escalation when necessary.
- Respond to incidents involving students or staff in a calm and appropriate manner, following school safety protocols.
- Collaborate with school administrators and faculty to maintain a safe and respectful learning environment.
- Monitor student behavior in common areas such as hallways, cafeterias, restrooms, and parking lots.
- Support emergency drills (fire, lockdown, evacuation) and assist with emergency preparedness planning.

- Maintain confidentiality and professionalism when dealing with minors and sensitive school-related issues.
- Communicate effectively with students while modeling respectful and responsible behavior.
- Assist in preventing and addressing bullying, fighting, or other forms of disruptive behavior.
- Report all incidents, violations, or concerns to school administration and Tribal Police as appropriate.

MINIMUM QUALIFICATIONS

1. Must have a valid Idaho or Nevada Driver's License.
2. Must be insurable under the Tribes insurance carrier.
3. Must be a high school graduate or possess GED equivalent.
4. Prior Law Enforcement, Military, Security or any relevant work experience.
5. Must have knowledge of the Shoshone-Paiute Tribes' Tribal programs.