



JOB DESCRIPTION

LAW ENFORCEMENT

Job Title: Security Officer
Dept./Division: Police Department/Law Enforcement
Unit: Security
Job Family/Class: Non Sworn Law Enforcement
Supervised By: Security Sergeant
Employee Type: Hourly
Pay Grade: 10

NATURE OF WORK:

Responsible for performing security functions for Tribal government buildings, facilities and grounds. Perform duties including, but not limited to: responding to alarms; responding to emergency and non-emergency calls; patrolling assigned areas; providing security for events and crime scenes; preparing reports; assisting other police department sections when required.

ESSENTIAL FUNCTIONS:

- Conducts security checks on tribal government buildings, parks, tribal cemetery, parking areas and cultural grounds, to observe unusual behavior and to prevent/report vandalism.
- Ensures that buildings are secure and alarms are set; unlocks and deactivates alarms during business hours; provides access to building for law enforcement after hours.
- Provides security presence, traffic control, bus stop monitoring and escorts as needed for activities such as holidays or special events, funeral processions and parades upon request.
- Patrols the community and building by foot or vehicle; monitors parking lots, assists community members, and ensure a safe environment.
- Enforces established rules and regulations, answer questions and provides information to the public.
- Observes activities at assigned locations and notifies the Police Communication Dispatcher of any emergencies or suspicious activity.
- Assists in deployment of Mobile Command Center for special events or incidents.
- Assists Detention Officers in retrieving meals, or other special requests.
- Performs customer service assistance such as locating and/or directing people at tribal facilities.
- Analyzes and reacts to emergency situations.
- Operates communication equipment.
- Assists Animal Control with the capture and transport of animals.
- Records and reports deficiencies related to the facilities assigned, such as safety hazards and security lighting.
- Logs and records all observations of incidents that occur in their presence.
- Writes and reviews daily activity reports and incident reports; verifies information.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Security and patrolling techniques;
- Customer service principles;
- Report writing;
- Applicable Federal, State, and local laws, rules, regulations, ordinances, codes and/or statutes;
- Resources available in the community should the need arise to call upon them;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Providing customer service;
- Analyzing and reacting to emergency situations;
- Handle encounters with irate or hostile individuals;
- Identify hazardous or unsafe conditions or behaviors;
- Gather confidential information with tact and diplomacy;
- Exercise judgment in selecting course of action to follow during patrols;
- Preparing concise factual reports;
- Using a computer and related software applications;
- Preparing activity reports;
- Providing security, traffic control, and escorts as required;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma (State of Arizona Certificate of Completion) or G.E.D.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a FBI, BIA, Tribal Court and an *Arizona POST Clearance*, which includes a Level 1 Arizona Clearance Card. Failure to maintain a current clearance from the aforementioned agencies will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions and travel.

This position will require the incumbent to work non-traditional hours, nights and weekends.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:



Department Head and/or Designee

12-18-2013

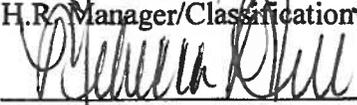
Date



H.R. Manager/Classification & Compensation

1/13/14

Date



Human Resources Director

1/13/14

Date