



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

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| OPENS: | JUNE 12, 2018 | CLOSES: | JUNE 26, 2018 |
| JOB TITLE: | SECURITY OFFICER | DEPARTMENT: | PUBLIC SAFETY |
| REPORTS TO: | SECURITY MANAGER | HOURS: | FULL TIME – 40HRS/WK |
| SALARY: | BASED ON SALARY MATRIX + BENEFITS | | |

POSITION SUMMARY:

Responsible for protection and security of the Puyallup Tribal buildings and property. Reports all incidents in writing to the Security Manager and any criminal activity to both the Security Manager and the Puyallup Tribal Police Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Is responsible for protecting and securing Tribal buildings and property as assigned.
2. Promptly reports for assigned shift.
3. Observes and reports all non-criminal incidents in writing to the Puyallup Tribal Public Safety Department. Observes and reports all criminal activities to Law Enforcement Department immediately.
4. Remains alert throughout shift and ensures visitors sign in/out at all Tribal buildings.
5. Promptly and accurately follows instructions received from Supervisor.
6. Monitors security cameras per assigned schedule.
7. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience. Must be able to work any assigned shift, including weekends, evenings, graveyard and holidays.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Licenses or Certificates

Must have no felonies in the past five years.

Must have and maintain a valid and unrestricted driver's license and proof of auto insurance.

Must be able to acceptably pass a background and DSHS check prior to and periodically throughout employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Must deal with the public in a tactical, pleasant and courteous manner.
- The employee is regularly required to talk and hear; use hands to finger, handle or feel; push and/or pull; kneel, stoop, crouch or crawl; and reach with hands and arms.
- The employee is frequently required to stand and walk.
- The employee is occasionally required to sit.
- The employee must occasionally lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.\

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is quiet.
- The physical exertion is moderate.
- The work place may sometimes be stressful when dealing with unruly clients or visitors to the office.
- Work is sometimes performed in outdoor weather conditions while patrolling the premise.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*