

**NORTHERN CHEYENNE TRIBE
ADMINISTRATION
JOB ADVERTISEMENT
2016**

POSITION: Security Guard (FT)

SALARY: D.O.E.

DEPARTMENT: Administration

ACCOUNTABLE TO: Facilities Manager

OPENING DATE: November 7, 2016

CLOSING DATE: November 18, 2016

How To Apply: Submit a completed application, **RESUME'**, and three letters reference , copy of current Montana State Driver's License, High School Diploma/GED, Tribal Certification or Tribal I.D. (if claiming Tribal preference) and DD214 (if claiming Veteran's preference) to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043. All documentation must be attached to application to be considered.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

This position is **responsible** for protecting the Northern Cheyenne Tribal buildings theft, fire, illegal entry, and vandalism.

JOB CHARACTERISTICS:

- **Nature of Work:** Makes regular rounds on foot and/or in motorized vehicles, checking to be sure that no unauthorized persons are on the premises, that doors and windows have been tampered with, and that no property is missing. The working environment **may be** stressful and ability to handle people in difficult situations is required.
- **Personal Contacts:** This position **requires** little contact with the public and Tribal employees. **Ability** to solve various problems that may occur is essential. Professionalism when dealing with the public is critical.
- **Supervision Received:** Minimal supervision received.
- **Essential Functions:** **Must** be physically fit and be able to visually examine buildings and grounds. **Must** be able to communicate orally and in writing, drive a vehicle, and traverse rough terrain.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Guard building against fire, theft, vandalism, and illegal entry. Performs any combination of the following duties: Patrols buildings and grounds of all tribal buildings on a hourly basis; Examines doors and windows to determine that they are secure; Warns violators of rule infractions, such as loitering, carrying forbidden articles; inspects tribal equipment and vehicles to ascertain whether tampering has occurred.

Watches for and reports irregularities, such as fire hazards, leaking water pipes, security doors and security files left unlocked, and any other potential hazards. Observes departing customers to guard against theft of property damage, or presence of unauthorized persons.

Writes reports and records data, such as property damage and unusual occurrences. May perform janitorial duties such as tending furnaces and setting thermostatic controls to maintain specified temperature in building. Shovels walkways when it snows. Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position **requires** general knowledge of tribal buildings and the surrounding area. Basic **knowledge** of tribal law enforcement procedures and security regulations is **required**.

Skills: This position **requires** skills in operating motor vehicles, spotlights, scanner, and portable two-way radios.

Abilities: This position **requires** the ability to; work unsupervised; adhere to safety and law regulations; operate vehicles and security equipment in a safe manner; secure all tribal buildings; effectively work with police department; **ability** to handle stressful situations; communicate effectively orally and in writing; write simple reports; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

JOB PERFORMANCE STANDARDS

Evaluation of this position **will be** based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Effectively guards buildings.
- Effectively works with the police.
- Works well unsupervised.

- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Demonstrates ability to deal with stressful situations.
- Adheres to standards of confidentiality.
- Reports any property damages or safety hazards in a timely manner.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- **Must** agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma/GED
- Minimum of one (1) year related experience.
- **Must** be bondable.
- **Must** possess a Valid Montana Driver's License.
- **Must** be insurable.