

**NORTHERN CHEYENNE TRIBE
ADMINISTRATION**

POSITION: Lead Covid Security Specialist

SALARY: \$18.00/hour

DEPARTMENT: ARPA- Security Services

ACCOUNTABLE TO: ARPA Director

OPENING DATE: May 25, 2022

CLOSING DATE: **Open Until Filled**

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK:

This position is responsible for providing supervision to the Covid Security Specialists. This entails scheduling shift work, reviewing and signing of timesheets, ensuring work safety, orientation of new employees, training Security Specialists on protocols at worksites, providing accurate and detailed documentation of daily activities, and addressing other related items deemed necessary. This temporary position ensures that the activities associated with Covid Security will follow Northern Cheyenne policies and procedures set forth by the Northern Cheyenne Tribe. The Tribal Covid Security Operation has been established due to the spread of COVID-19 or Coronavirus pandemic. Tribal Security will compile daily logs of activities for reporting purposes. Position is funded through the American Rescue Plan funding until 9/30/2022 dependent upon possible extension by US Congress.

JOB CHARACTERISTICS:

- **Nature of Work:** Security personnel will be stationed at designated checkpoints throughout the Northern Cheyenne Reservation with assigned duties to be performed in accordance with current executive orders from the Northern Cheyenne President's office.

The working environment may be stressful and the ability to handle people in difficult situations is required.

- **Personal Contacts:** This position requires daily contact with the general public, contractors, commercial vehicles, law enforcement, and emergency personnel, Tribal members and Tribal employees. Ability to solve various problems that may occur is essential. Professionalism when dealing with the public is critical.
- **Supervision Received:** ARPA Director
- **Essential Function:** Must be physically fit and be able to visually examine persons and vehicles stopped at designated check points. Must be able to communicate orally and in writing, drive a vehicle, and traverse rough terrain.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Provides supervision to a team of Security Specialists assigned to services at designated checkpoint sites to adhere to the Executive Orders from the Northern Cheyenne Tribal President. Performs any combination of the following duties associated with the protection of the health and safety of Tribal members and the persons living and working within the exterior boundaries of the Reservation. Patrols events and public activities to ensure safety and assists in the encouragement of following safety protocol for the Northern Cheyenne Reservation; patrols Tribal and BIA controlled roads on the Reservation to ensure authorized entry on the Reservation; patrols numerous roadways in the the interior of the Reservation that may allow access to sacred sites; and, coordinates with BIA Office of Justice Services, Tribal Administration, Road Maintenance, and Emergency Management officials concerning activity

The Lead position will assist security personnel, under its supervision, in recording daily activities, monitor persons entering the Reservation, and prepare weekly written reports summarizing security activities and incidents. Lead Covid Security Specialist will attend incident command briefings, lead weekly staff meetings, and report activities during any continued State of Emergency meetings regarding the Covid-19 pandemic.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires knowledge of Tribal entry roads and road checkpoints as depicted on road maps of the Northern Cheyenne Reservation. Basic knowledge of procedures for controlling traffic on road ways, knowledge of security 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 applicable safety policies regulations
- Operate vehicles and security equipment in a safe manner.
- Effectively work with local law enforcement

- Ability to handle stressful situations
- Communicate effectively orally and in writing
- Must have conflict resolution skills
- Write detailed and accurate 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 works with the police
- Works well unsupervised
- Prepares and submits accurate and timely reports
- Deals professionally with the Public
- Demonstrates ability to deal with stressful situations
- Adheres to standards of confidentiality
- Reports persons not authorized to enter Reservation communities via roads under the jurisdiction of the Northern Cheyenne Tribe.
- Adheres to scheduled work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public
- Conducts weekly staff meetings to update staff
- Provide weekly summary reports
- Manage time clock, staff timesheets and activity logs
- Other duties as assigned
- 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 possess a valid Montana Driver's License, when operating Tribal Vehicles
- Must be insurable
- Must be certified as a Road Flagger
- Applicant must have their own Personally Owned Vehicle (POV)
- Background check
- Must have security certification.