



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Security Officer – Pipa Market

Salary: \$15.00 Per hour

Open: Monday, July 11, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Under the direct supervision of the Pipa Market Manager; the incumbent will guard and protect all buildings, property and employees of the Quechan Pipa Market as assigned. May be assigned to work rotating schedules and be required to work nights, weekends and/or Holidays.

DUTIES & RESPONSIBILITIES:

- Community members and Tribal Employees safety are a priority
- Guards all Tribal property against theft, vandalism, illegal entry
- Patrols all Tribal buildings and property of the tribe; examines doors, windows, gates and company vehicles to assure that they are secured
- Warns all violators or persons engaging in suspicious or criminal acts to disperse/leave the area, contacts Police, Fire Department and Border Patrol when needed.
- Aids and assists Law Enforcement and Fire Personnel when required.
- Reports all Criminal, Property and acts of violence towards another person(s) to the Immediate Security Supervisor and Law Enforcement
- Cooperate with local Law Enforcement agencies during investigations of criminal activity. (May be called as a witness in the investigation) and maintain Confidentiality of all investigations and related information
- Follow directives from the Security Supervisor, Lead Security Officers, Security Dispatchers, Quechan Police Officers and the Dispatchers which may be in the form of Written or Verbal
- Review General Information Board daily for changes in information that may affect duties for that day or week (Tribal Council requests, department requests, etc.)
- Performs special security details (Tribal functions, Funerals, Employee exclusions, etc.) and other assignments as needed which may require Overtime Hours
- Writes Daily Logs and Incident Reports as required after daily assigned shifts
- Radio system in use – Hourly call-ins to Security Dispatch after an area has been checked and for Officer safety
- Monitors surveillance equipment
- Provide customer service when necessary

- Performs other related duties as assigned

QUALIFICATIONS:

- Must have a High School Diploma or GED
- Must possess a Valid State Driver's License and be insurable through the Quechan Indian Tribe
- Preferred minimum of 1 year Security work experience (Highly preferred), Further department required training will be provided
- Must pass a background check
- No Felony convictions, No Major Misdemeanors
- Must be able to walk or stand for long periods of time in extreme weather conditions
- Must have minimal knowledge of radio equipment
- Must be dependable, punctual and not have a previous record of excessive work absences
- Attend Security Trainings, obtain, and maintain the following: First Aid and CPR Card, Funeral Procession Training Card, Federal Emergency Management Agency Certifications (NIMS 100, 200 & 700) and other related safety trainings, etc.,
- Public Relation Skills – Daily contact with the public, local Law Enforcement and the ability to make your presence known
- Will be required to work rotating shifts and all calendar year holidays as required
- Self-motivated and have the ability to work without constant supervision

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.