



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: Quechan Tribal Security Officer

Salary: \$14.00 per hour

Open: Monday, April 19, 2021

Closing: Friday, April 30, 2021

BASIC FUNCTIONS:

Under the direct supervision of the Security Supervisor or the Officer in Charge, the incumbent will guard and protect all buildings and property of the Quechan Indian Tribe. May be assigned to work rotating schedules and will be required to work nights, weekends and/or Holidays.

DUTIES & RESPONSIBILITIES:

- **Officers that are assigned to the position of Mobile Patrol Units must keep a constant patrol of all assigned areas throughout their assigned shift: meaning that if you stop to visit with a fellow employee you must keep the visit brief.**
- Employees of the Tribe and Community Members safety is a high priority.
- Guards all Tribal property against theft, vandalism, illegal entry and fire/water damage.
- Patrols Tribal buildings and property; examines doors, windows and gates to assure that they are locked and secured.
- Warns all violators or persons engaging in suspicious or criminal acts to disperse/leave the area.
- Calls Police, Fire Department, and/or Border Patrol by phone or radio in case of fire or entry by unauthorized persons.
- Aids and assists Law Enforcement and Fire Personnel if requested.
- Writes Daily Logs and Incident Reports as required after assigned daily shifts.
- Reports all Criminal, Property and acts of violence towards another person(s) to the Immediate Security Supervisor and Law Enforcement.
- Will be required to cooperate with local Law Enforcement agencies during investigations of criminal activity. (May be called as a witness in the investigation).
- Must be able to follow directives from the Security Supervisor, Lead Security Officers, Security Dispatchers, Quechan Police Officers and the Quechan Police Dispatchers which may be in the form of Written or Verbal.
- Performs special security details (Tribal functions, Funerals, Employee exclusions, etc.) and other assignments as needed

- Must check/read general information board daily for changing information that may affect your assigned duties/status for that day or week (due to Officers on leave, Training status, Tribal Council Requests, Department Requests, etc.). Officers can also be reassigned or transferred to another Security Detail for any reason such as: Staff shortage(s), Disciplinary Reasons, Not fulfilling assigned area duty requirements, etc.
- It is the responsibility of the Officer who checks out equipment: Vehicles, Radios, Facility Keys, Cell phones, Safety equipment, etc., to return it back to the main office after their assigned shift has ended daily
- Hourly radio call-ins from the Officers are required when an Officer has checked their assigned areas
- **CONFIDENTIALITY of all investigations, incident reports, etc.,**
- Performs other related duties as assigned

QUALIFICATIONS:

- Must possess a High School Diploma or GED.
- Must possess a Valid State Driver's License and be insurable through the Quechan Indian Tribe.
- Minimum of 1 year Security work experience (Highly preferred), further department required training will be provided.
- Must pass a background check, and have no Felony convictions and/or no Major Misdemeanors.
- Must be able to walk or stand for long periods of time.
- Must have minimal knowledge of radio equipment.
- Must be dependable, punctual and not have a previous record of excessive work absences.
- Must attend all Security Trainings that are provided and obtain/maintain the following: First Aid/CPR Card, Funeral Procession Training Card, Federal Emergency Management Agency Certifications (NIMS 100, 200 & 700) and other related safety trainings, etc.
- Public Relation Skills – which include 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.
- Must be 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.