



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 – Sleepy Hollow
(ADAPP)

Salary: \$19.00 Per Hour
Non-exempt

Opening: Monday, July 12, 2021

Closing: Friday, July 23, 2021

BASIC FUNCTION:

Under the direct supervision of the Sleepy Hollow RV Park Director; the incumbent will guard and protect all buildings, property and residents of the Sleepy Hollow RV Park/Covid-19 Isolation Area, as assigned. May be assigned to work rotating schedules and be required to work nights, weekends and/or Holidays.

DUTIES & RESPONSIBILITIES:

- Ensures the safety of the residents and employees.
- Guards all Tribal property against theft, vandalism, illegal entry.
- Patrols all Tribal buildings and property of Sleepy Hollow RV Park/Isolation Area; 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 Sleepy Hollow RV Park/Isolation Director 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 Tribal Security Dispatch after an area has been checked and for Officer Safety.
- Will be required to work the Security Booth and Foot Patrol the COVID-19 Isolation Area. This includes distributing items to individuals staying at the Isolation Area.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Must possess a High School Diploma or GED.
- Must be able to obtain or currently possess a Level One Fingerprint Clearance Card through the State of Arizona.
- 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.