POSITION: Security & Public Service Representative
Standing Rock Sioux Tribe

SALARY RANGE: ($17.34-$21.68) + Annual & Sick Leave

OPENING DATE: May 19, 2020 CLOSING DATE: June 04, 2020

SCOPE OF WORK:
The Security & Public Service Representative will be responsible for development and implementation of security protocols and safety measures to protect the property, grounds, staff and public and will provide guest service functions such as; answer phone and inquiries, meeting, greeting and escorting visitors.

SUPERVISION:
The Security & Public Services Representative will work under the supervision of the Information Technology Director, who will provide guidance, direction and conduct annual evaluations.

DUTIES AND RESPONSIBILITIES:

1. Monitor entrances to guard against theft, destruction of property, criminal mischief and violent activity on premises.
2. Provides monthly report of incidents, events and activity such as; equipment failure, equipment or property damage, theft, presence of unauthorized persons, or unusual events.
3. Notify proper authorities (fire, police and ambulance service) in cases of emergency.
4. Respond to disturbances that are of hostile, suspicious or criminal in nature.
5. Maintain visual presence among visitors and employees to preserve order and protect property.
6. Patrol premises and conduct visual monitoring of building (interior, exterior and parking areas) to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
7. Warn persons of rule violations and evict violators from premises.
8. Inspect alarms and adjust security systems to ensure operational use and to detect evidence of tampering.
9. Maintains a log of outside contractors, service personnel, visitors and employees admitted to restricted areas after hours.
10. Coordinates with programs to implement an emergency plan.
11. Assist with general office functions as needed for the Chairman’s office or administration.
12. Maintain current SRST directory and updates every six (6) months.

Níktič’íchiyapi ki Wówaśečunpi Un patitäŋpi
“Promoting Self-Sufficiency through Employment”
QUALIFICATIONS:
1. High School diploma or GED with two (2) years of security, first responder, military or law enforcement experience or related field.
2. Communicate in a professional manner both verbal and written.
3. Effectively address problems as they arise and handle accordingly.
4. General clerical skills.
5. Computer literate.
6. Valid driver’s license and meet insurability requirements.
7. Pass a background check.

PHYSICAL REQUIREMENTS:
1. Ability to read and write instructions.
2. Work with minimal supervision.
3. First point of contact for the public; greet visitors and escort to appropriate offices and provide assistance as needed.
4. Implement measures to reduce instances of theft, destruction of property, criminal mischief, violence and illegal entry.
5. Maintains a professional appearance and demeanor at all times with Tribal employees and public to ensure a secure and safe work area throughout the building;
6. Maintain records of incidents reports.
7. Obtain CPR/first aide and first responder certification.
8. Obtain training in the use of Mace, Baton, Handcuff and PBT.
9. Physically fit and able to lift a minimum of 50 lbs.
10. Requires long hours of standing, walking and bending.
11. Must sign confidentiality statement.

NOTICE:
SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. The position is located at the Standing Rock Tribal Administrative Service Building in Fort Yates, ND.

APPLICATIONS:
Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.