



The Three Affiliated Tribes **Job Description**

Security Officer

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Security Director DEPARTMENT: MHA Security SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: Newtown, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Under Direct supervision of the Security Supervisor. Perform all or some of the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Patrol tribal buildings and grounds either by vehicle or walking to ensure safety and security.
2. Greets the public and assists them to proper destination within the tribal administration building.
3. Secure tribal buildings after regular work hours and scheduled evening activities.
4. Stay alert to conditions that could result in injury or loss due to unforeseen hazards, such as fires, floods, tornadoes, etc.
5. Writes or types radio logs, reports and contact front office to inform security of any need of assistance.
6. Maintains a daily log sheet recording and makes entries every 15 to 30 minutes describing patrols and incidents within the tribal building to ensure safety and security are priority
7. Use telephone and radio contact with Tribal and County Law Enforcement when necessary.
8. Answer calls and record messages from outside callers by using telephone etiquette, in a kind and courteous manner
9. Assist TAT employees and/or community in set-up, rides, and clean-up of after hour meetings, parties, which include vacuuming and emptying garbage cans.
10. Controls personnel access by monitoring the identification of individuals entering the tribal administration building and ensuring that after normal work hour employees have proper authorization
11. Notifies maintenance supervisor immediately when boiler room alarm sounds or warning lights are flashing.
12. Adhere to TAT personnel policy and procedures, particularly time and attendance and taking leave.
13. Security Officers are to keep the area around the desk clean as well as the TAT security vehicles and equipment.
14. Security Officers are responsible for the equipment if lost or damaged by payroll deduction.
15. **AND other duties as assigned by supervisor**

NOTE: *The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.*



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SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge of established rules, regulations and legal authorities to perform duties and responsibilities within prescribed limitations on the use of detention authority, the use of force and knowledge of the rights of individuals.
- Knowledge of radio procedures and how to operate radio equipment.
- Knowledge of self-defense techniques.

Abilities

- Ability to follow written and oral guidelines and procedures.
- Ability to write clear, thorough and complete reports.
- Ability to diverse problems and apply good judgement in solving the problem.
- Ability to communicate verbally with others.
- Ability to provide training on security policies and procedures.
- Ability to work with confidential and classified information.

SPECIAL REQUIREMENTS:

- Pass annual physical exam and continue to be physically fit.
- Proficient with Microsoft Office Suite or related software.
- Pass a background check.
- Maintain a current First Aid and CPR Certifications.
- Require to wear a UNIFORM-TAT Security Shirt, pants, and boots

PHYSICAL CONDITIONS:

- The work consists of walking, standing and running over rough and uneven or rocky terrain, for the ability to traverse various areas of the facility to conduct inspections and plan security procedures.
- The officers must be prepared to defend one self and others against physical attacks that may occur while on duty.

WORKING CONDITIONS:

- Primarily work is performed in an office-like setting. The work area is adequately lighted, heated and ventilated.
- Work hours are irregular, weekends, and evenings. Shift schedules change to meet departmental needs.



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MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Must be willing to receive and maintain first aid certification
- Must have the willingness and ability to work varying schedules
- Must possess a valid North Dakota Driver's License and be insurable/bondable
- Must be able to work flexible hours plus weekends and holidays
- Must be able to work without constant supervision
- Requires punctuality

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____