



EMPLOYMENT OPPORTUNITIES

Job Title: Security Guard (3 Vacancies)

Closing Date: Open Till Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-042

Job Type: Full-Time Regular

Department: Department of Community Housing

City: Sacaton, AZ

Location: 136 S. Main Street

Area of Interest: Construction

Salary/ Hourly Rate: \$17.15 - \$21.05 Hourly

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Security Guard is responsible for performing security services within the Gila River Indian Community as it applies to tribal government buildings, facilities, grounds, the general district area, or at a police precinct. The Security Guard is responsible for responding to alarms, patrolling assigned areas, providing security for special events and/or district events, and responding to emergency/non-emergency calls. The Security Guard maintains a visible presence in the community in order to prevent theft, acts of vandalism, and property damage to tribal buildings, the general district areas, or at a police precinct.

ESSENTIAL FUNCTIONS:

- Conducts security checks on tribal government buildings, parks, parking areas, cultural grounds, general district areas, events, or at a police precinct to maintain a visible presence to prevent crimes.
- Ensure that buildings are secure and alarms are set during after business hours; Unlock and deactivate alarms during business hours; Provide access to building for law enforcement and other authorized personnel after business hours; Responds to security breaches and alarms; Notifies the police department of any emergencies or suspicious activity.
- Patrol general district areas, housing areas, or tribal building by foot or vehicle.
- Examine doors, windows, gates, building entrances and exits to ensure they are secure; must be aware of the location of gas, water, and electrical shut-off switches for assigned facility/building in case of emergency.
- Observes unusual behavior, objects, and activities to prevent or detect threats, thefts, or vandalism; Provides adequate protection against fire, theft, illegal entry, and other acts of crime that would prevent the safekeeping of Tribal facilities or a police precinct.
- Provides customer service assistance to the public by providing general information, locating and/or directing people at tribal facilities to appropriate areas.
- Reports and records data such as property damage, unusual occurrences, and/or disturbance to supervisor.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge in security and patrolling techniques, tools, and procedures.
- Knowledge of resources available in the community should the need arise.
- Knowledge of customer service principles.
- Knowledge of applicable federal, state, and local laws, rules, regulations, ordinances, codes and/or statues.
- Knowledge of automated security system operating capabilities.
- Knowledge of common fire hazards and prevention.
- Ability to prepare clear and accurate reports.
- Ability to speak and write effectively.
- Ability to operate a motor vehicle.
- Ability to operate surveillance equipment.
- Ability to work under stressful conditions, have keen observation qualities to remember details on incidents and locations.
- Ability to work cooperatively, courteously, yet firmly with all members of the public.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free workplace.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED and six (6) months experience as a security guard, corrections officer, detention officer, police or military officer, or closely related experience.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check.
- Required to obtain a Tribal Operator's Permit.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org