



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Correctional Officer I, II and III
DEPARTMENT: Hualapai Juvenile Detention and Rehabilitation Center
SALARY: \$16.00 - \$18.00/Hr.
OPENING DATE: July 11, 2013
CLOSING DATE: July 19, 2013

STATEMENT OF DUTIES and QUALIFICATIONS: Correctional Officers I, II and III are responsible for the first-line supervision of juvenile residents of the HJDRC. This position is highly demanding due to the fact that facility security, staff and youth offender safety, and care are directly dependent on the Officers' skills. Incarcerated youth include males and females, both pre-adjudication and adjudicated. Juveniles can range from misdemeanor offenders to violent youth awaiting transfer to Federal courts and/or incarceration. Correctional Officers are responsible for enforcing facility standards, rules and regulations Officers are responsible for offender classification, and facility counts along with maintaining fire safety, key control, perimeter security, and compliance with offender rules. Officers can be required to provide preliminary interviews for physical/mental health and classification assessments, orientation on facility rules and procedures to residents as well as visitors and volunteers and employees providing services to the youth population. Officers must be able to serve as a positive role model for youth and fellow staff.

Candidates must be able to pass drug and fitness tests as well as a background security investigation.

If selected for the position the candidate will be required to attend and graduate from the Indian Police Academy's correctional officer training program or an equivalent training program approved by the Tribe within one (1) year of starting date.

EXPERIENCE AND EDUCATION REQUIREMENTS:

The basic requirements for an entry level Correctional Officer I position is a high school diploma and 6 months of general experience OR 6 months of post high school education. Must have demonstrated the aptitude for acquiring knowledge, skills, and abilities required for correctional work and possess attributes important to the supervision of staff in a correctional facility.

The basic requirements for a Correctional Officer II position are one (1) year of experience working in a tribal, county, state or federal correctional facility OR a

combination of experience and education which total 1 year of applicable experience. Must have demonstrated the aptitude for acquiring knowledge, skills, and abilities required for correctional work possess attributes important to the supervision of staff in a correctional facility.

The basic requirements for a Correctional Officer III position are two (2) years of experience working in a tribal, county, state or federal correctional facility **OR** a combination of experience and education which total 2 years of applicable experience. Must have demonstrated the aptitude for acquiring knowledge, skills, and abilities required for correctional work possess attributes important to the supervision of staff in a correctional facility.

A current/valid driver's license is required and be eligible for tribe's insurance. Must be 21 years and older.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, Attn: Sonja Crozier, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department please keep copies for your own reference.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities