HUALAPAI NATION
JOB ANNOUNCEMENT
(3 DAYS IN-HOUSE)

JOB TITLE: **Corporal (Corrections)**
DEPARTMENT: **Hualapai Adult Detention Center**
SALARY: **DOQ**
OPENING DATE: **January 22, 2016**
CLOSING DATE: **January 26, 2016**

STATE OF DUTIES and QUALIFICATIONS: A Correctional Corporal will supervise on duty three or more Correctional Officers in accomplishing daily correctional duties, including but not limited to any or all duties and responsibilities required of Correctional Officers.. May recommend disciplinary actions; approves vacation /sick leave, prepare work schedules and assignments; supervise the activities of assigned staff; monitor reports and records filed by assigned staff for completeness, accuracy and adherence to policy and procedure guidelines. Meets with and reviews and responds to inmates' requests and questions. Review and approves assignment and scheduling of in-house, out-of-house or work release trustees. Confirms schedules with employers on the work release. Observes and monitors activities of inmates in cells, day rooms, yards, showers and other areas of the facility. Maintain surveillance and maintain chronological logs and records of inmate activity. Performs strip and other searches of inmates and cells for contraband. Control inmate movement and activities within the facility. Performs head counts and lockdowns of inmates. Restrain combative inmates, oversee meal service, taking inventory of trays and utensils. Enter data into Spillman Jail Management system.

All other duties assigned.

MINIMUM REQUIREMENT:

- Must have three (3) years of experience as a Correctional Officer in a tribal, federal, state or county correctional facility.
- Graduated from Indian Police Academy/Basic Correctional Officer Training Program
- Must have supervisory experience in corrections.
- Must have a valid driver license and be eligible for tribe's insurance.
- Must submit to a drug and alcohol screening and random testing thereafter.
- Applicants are required to work weekends, opposite their Sergeant's schedule.

HOW TO APPLY: Submit a **completed** Employment Application to: Human Resources Department, P.O. 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.**

PREFERENCE:
All applications are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to person of Indian decent in accordance With Public Law 88-355, Section 703 (702-71) and public law 93-638, Section 7B.

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