HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE: **Correctional Officers I, II and III**
DEPARTMENT: **Hualapai Adult Detention Center**
SALARY: **$16.00 - $18.00/Hr.**
HOUSING: **Not provided**
OPENING DATE: **February 9, 2016**
CLOSING DATE: **February 17, 2016**

STATEMENT OF DUTIES and QUALIFICATIONS: Correctional officers are responsible for the first-line supervision of adult offenders in detention/correctional institutions or community based detention/correctional treatment or rehabilitation facilities. This position is highly demanding due to the fact that facility security, staff and offender safety, and care are directly dependent on the Officer's skills. Incarcerated adults include males and females, both pre-adjudication and adjudicated. Offenses range from misdemeanor offenses, to violent felony charges for adults awaiting transfer to Federal courts/incarceration. Responsible for enforcing standards, rules and regulations provided in Title 25 of the Code of Federal Regulations, 69 Bureau of Indian Affairs Manual, and Department of the Interior, Departmental Manual 446 governing the operations of the detention/correctional facilities and programs, and the confinement, safety, health and protection of youthful offenders. Officers are responsible for offender classification, and facility counts along with maintaining fire safety, key control, perimeter security, and compliance with offender rules. Officers are required to conduct preliminary interviews of offenders for physical/mental health and classification assessments. Officers are also required to provide orientation on facility rules and procedures to volunteers and employees providing services to the offender population.

EXPERIENCE:

1. The basic requirement for Entry Level, Correctional Officer I positions is 6 months of general experience **OR** I year of post high school substitution of education for experience.

2. The basic requirement for Correctional Officer II positions is one (1) year of experience working in a tribal, county, state or federal correctional facility and 2 years of post high school education **OR** a combination of experience and education which total 1 year of applicable experience.

3. The basic requirement for Correctional Officer III position is 3 years of experience working in a tribal, county, state or federal correctional facility, one (1) I year of which was equivalent to at least a Correctional Officer II position **OR** 4-year course of study leading to a Bachelor's degree in criminal justice, social services or a related field.

A current/valid Arizona State Driver's License is required for all applicants. All candidates

selected must pass a physical examination as prescribed by the Tribe, a criminal history background check and attend 6 weeks for correctional officer training at the expense of the Tribe. Must be 21 years old.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, 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.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates 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