



## HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** Security  
**DEPARTMENT:** Human Services  
**CLASS:** Full-Time/Permanent  
**SALARY:** D.O.Q  
**OPENING DATE:** December 13, 2017  
**CLOSING DATE:** Open Until Filled

### **JOB SUMMARY:**

Will provide security for the Shelter, by walking the premises, will assist the Shelter Staff as needed, will make nightly journal of activities performed, will communicate/coordinate with the Tribal Police regarding potential DV victim and will perform other duties as called for in the interest of safety.

### **ESSENTIAL FUNCTIONS:**

- To ensure the safety of the residents.
- To make routine walks throughout the premises.
- Will assist the Shelter Staff as needed.
- Will record all activities performed during shift.
- Will coordinate potential DV victim through On-Call and Tribal Police.
- Regular attendance is essential.
- Other duties as assigned.

### **MINIMUM QUALIFICATION**

- Must possess a High School Diploma or GED.
- Previous experience working as Security; at least 3 years.
- Ability to work effectively with tribal agencies.
- Ability to effectively know how to handle situations as it occurs.
- Must possess a fingerprint clearance card or obtain one before hiring.
- Must pass local, state, and national background check.
- Must maintain or obtain a driver's license within 3 months of the hire date.
- Must submit to and pass a pre-employment and random drug/alcohol screening.

### **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 may be extended to persons of Indian descent 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**