Vacancy Announcement
Public Safety - Security

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Security Guard (Full-Time/Temporary)  PAY RATE: $11.00/hr

OPENING DATE: April 13, 2020  CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Police Supervisor, provides security and surveillance services at Checkpoints as assigned. Protecting life and property for tribal members, residents, and visitors. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provides security and surveillance services at Checkpoints as assigned.
2. Provides security patrol on foot to provide visual inspection of dwellings, homes, cultural buildings, church and tribal property to report condition of building and surrounding property.
3. Immediately reports any illegal or irregular criminal activities to supervisor or directly to LES communications.
4. May take pictures of damages or destruction for verification and reporting purposes.
5. Assists the Tribal Sheriffs, and Acoma Police Department with roadblocks and checkpoints.
6. Prepares and submits reports as required, including patrol log.
7. Contributes to a team effort and accomplishes related results as required.
8. Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience:  • Six months work experience in a security, law enforcement or related work environment

Education:  • High School Diploma or GED

Mandatory Knowledge, Skills, Abilities and Other Qualifications:  • A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
• Ability to communicate effectively in the English language, both verbally and in writing
• Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
• Ability to follow instructions in verbal and written format
• Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people
• Ability to analyze situations and adopt appropriate courses of action
• Ability to exercise independent judgment
• Ability to demonstrate excellence in everything, and continually seek improvement in results
• Ability to work extended hours and various work schedules.
• Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

• Keres speaking

INDIAN PREFERENCE
The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

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To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

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Pueblo of Acoma is a Drug Free Workplace.